

# OLD PALACE PRIMARY SCHOOL



St Leonard's Street, Bow, London, E3 3BT ☐ Tel: 020 8980 3020  
Fax: 020 8980 2221 ☐ Website: [www.oldpalaceprimary.co.uk](http://www.oldpalaceprimary.co.uk)



4th January 2021

Dear Parents/ Carers

Remote Learning sessions will begin on Wednesday 6<sup>th</sup> January.

To make things easier for parents with more than one child at the school, copies of the timetables for each year group can be found [here](#). The timetable covers 9am to 3.30pm and includes a combination of live teaching sessions and independent learning and well-being activities.

We have divided each class into two groups of 15 children to allow the children a greater opportunity to contribute during Zoom sessions, except for Topic and Storytime sessions for Reception, which will be taught whole class. You will receive a text for each child tomorrow explaining which group they are in and providing a link to a document which gives the Zoom login details for each session. Please save this text, so you can continue to refer to it.

It is important that the children attend Zoom sessions. A register will be taken and where children routinely miss sessions, families will be contacted to discuss this. Families designated as 'disadvantaged' have already been contacted regarding the loan of Chromebooks. If we have additional devices available for loan we will send a text to families.

In order for Zoom session to run smoothly, please remember the following guidelines:

- Ensure you log in on time to avoid missing any teaching
- When logging in ensure you use your child's name as your user name
- Set your zoom to be on mute, and only unmute when the teacher asks
- Keep your video on and ensure your child is working in an calm, quiet area
- Please ensure there is a parent or guardian present but remain off camera
- Pupils must be respectful of their teacher and their peers and should not communicate using the text chat feature unless prompted by their teacher

The children will be given a work pack. This contains the sheets that the children will need to complete each day following the live session. They will then show this to their teacher at the next session. The pack contains the sheets for lessons up until 15<sup>th</sup> January. Reception will have activities based on their live teaching, but won't need to show this in the live session. The reception teachers will let the children know if there is a particular activity they need to complete before the following session, to be showcased at the start of the next live session.

Packs will be given out tomorrow between 2pm - 2:30pm for Year 1 and 2:30pm - 3pm for Reception at the main gate (St Leonard's Street). We will also be providing an exercise book and pencil to support the children and if you have received a text to say you will be able to loan a Chromebook, this can be collected at the same time. While waiting to collect resources please ensure that you wear a mask and maintain a two metre distance from any other adults not in your household.



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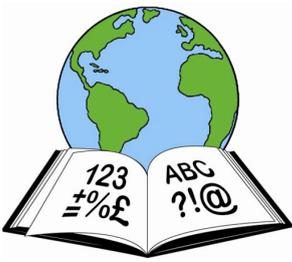
Healthy Schools



3 QUALITY MARK 3



Headteacher: Mr G. Palmer BA (Hons)  
School Business Manager: Michele Walsham



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As minimising contacts is one of the most effective ways to reduce transmission, staff will be working from home whenever possible. Therefore from Wednesday onwards, communication with the school will be via email only. If you need to get in contact with the school, please email [admin@oldpalace.towerhamlets.sch.uk](mailto:admin@oldpalace.towerhamlets.sch.uk) and a member of the admin team will telephone or email you back as soon as possible. If it would help to be called back by a Bengali speaker, please request this in your emails. The admin team will only be available to answer calls to the school tomorrow.

Yours sincerely,

Mr G. Palmer

Headteacher



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