

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



4th January 2021

Dear Parents/ Carers

Remote Learning sessions will begin on Wednesday 6th 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](#) from tomorrow. 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. Sets will continue in Year 6 and they will receive a separate text with all the relevant details. For all other year groups, 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:

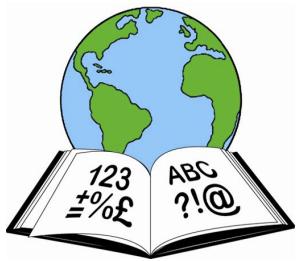
- Ensure you log in on time to avoid missing any teaching
- When logging in ensure you use your child's name as your user name
- Set your zoom to be on mute, and only unmute when the teacher asks
- Keep your video on and ensure your child is working in a calm, quiet area
- Please ensure there is a parent 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 completing their work using Google Classroom. Each pupil has been given a login username and password. They will need to use this to access the work set by their teacher.

You can find both the written and video instructions [here](#).

In Years 2 - 4, teachers may ask children to complete a writing task in their exercise book. Children are then required to take a photo of their writing and post it on Google Classroom. Teachers will go through this at the next session. We will be providing instructions on how to do this later in the week.

If you are having issues accessing the work online or need your child's login details, please email admin@oldpalace.towerhamlets.sch.uk and someone will contact you to discuss this.



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If you would like to collect a workbook and pencil for your child these can be collected from 1pm till 2pm at the main gate (St Leonard's Street). Families who have younger siblings in Year 1 should come at 2pm instead, and those with sibling in Reception at 2.30pm – this is so they can pick up resources for all their children in one go, rather than having to return later. Families who have received a text to say they will receive a Chromebook can also collect this 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.

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 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



INVESTOR IN PEOPLE



Rewarding Commitment



Healthy Schools



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