



Urchfont C. E. Primary School

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22nd January 2021

Dear Parents,

I hope you are all keeping well at this difficult time. The staff and myself are continuing to make weekly welfare calls to all families who have children who are learning at home. If you miss our initial call, we will try to make contact with you later in the week. However, if you do not speak to us by the Friday, we would be grateful if you could contact us, as we have a number of families, that despite repeated calls, we have been unable to contact.

I would like to clarify a number of expectations for all whilst using the Google Classroom. Teachers have been receiving some queries from parents late in the evenings and even on weekends and because of conscientiousness have replied. We appreciate that parents may have queries but the school has a duty of care to the staff and after discussions, I believe this is unsustainable. We therefore need to limit the time staff are available to ensure a reasonable work life balance. Staff will be available to answer queries from children and parents on Mon – Thurs from 8.00am to 6.00pm and on Friday 8.00am to 4.00pm. If a query is submitted after these times or on a weekend, a reply may not be sent until the first working day of that member of staff.

We are very pleased that there has been an increase in the number of children who are submitting work back to the teachers. However, there have been a few hiccups which we hope we can sort out with your help. We are asking that the children remember that they should try their very best with all their work and try to present their work as they would in class. This is because there have been times where teachers have been unable to read children's work. Work has not always been submitted within a reasonable amount of time of it being set. This is making it difficult to give meaningful feedback that will support the children's understanding in the subsequent tasks. Therefore, work submitted for marking, should be submitted as soon as possible, preferably on the day set and definitely within 48 hrs. It will be returned to children within 2 days and/or the member of staff's first working day. Any work submitted after the 48hrs, may not be marked. When work has been marked and returned by the class teacher to the child, we ask that parents/ children do not resubmit this work a second time, unless asked. Work submitted by children may be marked by the class teacher or class teaching assistant.

If you require any additional support, then please ask us and we will try to help you.

Please keep safe in these very unusual times

With kind regards,

Mrs CE Talbot
Head Teacher

