**Dear Parents,**

**With the ever-changing developments of COVID-19 and the number of international schools closing for quarantine periods. We, as a school, feel it pertinent to plan for such an event. Therefore, I am writing to you with an overview of how we will address such an occurrence if it were to happen.**

**General procedure:**

* **All Primary students are issued with a school email address, this will enable them to join a class chat on ‘google hangouts’ with their class teacher and teaching assistant on a daily basis.**
* **Children are bringing home a ‘school workbook’ that is only to be used in the case of an enforced closure.**
* **For a planned closure your child will bring home their workbooks to carry on their lessons which will be delivered remotely.**
* **A weekly overview timetable will be shared with all parents via Seesaw.**
* **A daily teaching and learning update email will be shared with parents via the class teacher.**
* **The class teacher will contact all parents whose children are not signing up for ‘Hangouts’ regularly, as this is a vital aspect of the teaching and learning process.**

**Teaching and Learning:**

* **Teaching staff will be in school working a normal school day during the closure period.**
* **Each morning the class teacher will invite your child to a ‘Hangout’, this is a way to take registration and to discuss the work set for the day.**
* **Other ‘Hangouts’ may be used for specific teaching points throughout the day, or to simply check in with those students online.**
* **The majority of work will be shared via Seesaw to all children in years 1-5. In year 6 Google Classroom will be the provider for sharing teaching and learning.**

**In the event of a school closure we will be sending you regular emails and updates to ensure that your child gets the best possible remote learning experience we can provide. Regular contact with your children from our staff will be hugely beneficial at such a time. Therefore, if you do not have a laptop, computer or iPad device at home please let the class teacher know and we will facilitate this for you.**

**If you have any immediate questions, please do not hesitate to contact me.**

**Sincerely,**

**Deborah O’Callaghan**