



Catmose Primary  
Sandringham Close  
Oakham, Rutland, LE15 6SH

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www.catmoseprimary.com

Principal: Stuart Williams  
Head of School: Kelly Jackson

3 September 2020

Dear Parent/Carer,

It has been wonderful to welcome back our pupils to Catmose Primary. Every child has made me proud as they have joined in their class activities with a big smile. In preparation for a possible local or class lockdown due to Covid 19 during the academic year 2020 2021, we have considered our approach to providing remote learning.

During a lockdown or pupil isolation, your child will be set a daily task for English, Mathematics and the Creative Curriculum. A weekly Science task will also be set. Tasks will be set daily using Class Dojo acting as the virtual classroom. This secure platform will enable teachers to send work tasks and upload videos to aid understanding. You will receive an invitation to join your child's Class Dojo Classroom via email.

Uploading work to a pupil portfolio using the Class Dojo App is easy and user friendly:

1. Open the Class Dojo App.
2. If have more than one child at the school, go to your profile picture on the top left of the screen. Here you will be able to choose the child you would like to upload a post for.
3. Choose the current class for your child.
4. Click on the 'Create' in top right hand corner. Choose what you would like to upload (journal, photo, video or drawing).
5. The post will then be a 'draft' until the teacher has seen it and approved. It will then be added to their portfolio.
6. Teacher feedback will appear in the comments below the work.

Completed work must be sent back via Class Dojo to enable teacher feedback and the awarding of Praise Points. Class teachers will set dates for work to be returned by. We will also endeavour to provide 'live' lessons during the week in groups of 15 (KS2 pupils) or 10 (KS1 pupils) to support learning at home. Live lessons will be provide via to secure platform 'Teams'. Please ensure the School has your most up to date email address, as this will be used to send Class Dojo and Teams meeting invitations.

The Class Dojo virtual classroom will provide pupils with a way to keep in touch with their cohort. Class teachers will be able to send videos and messages to their class – to celebrate a pupil birthday for example, as well as sharing examples of good work with the class team.

Our Facebook, Twitter and Instagram pages with news and updates will be continue to be updated.

I hope we don't face a local or class lockdown, but it is important that an agreed plan is in place which is shared with all our pupils and their families.

If you have any questions, please email me on [kjackson@catmoseprimary.com](mailto:kjackson@catmoseprimary.com).

Yours faithfully,

A handwritten signature in black ink that reads 'K Jackson'.

Kelly Jackson  
Head of School