



Friday 22nd January 2021

Dear Parents and Carers,

Thank you again for the supportive and kind emails - it makes such a difference to the staff. As you know, we are always looking to improve and refine. In the last week, we have come together as a staff to discuss successes and things that need to change to support the children.

### **The Live Morning Message**

The first change we would like to make is to slightly alter the times of the morning message. Parents reported that it was hard to support more than one child when logging into the meetings at the same time. In order to respond to this, we will now stagger the morning messages. Please see the new times below. We hope that this will benefit everyone.

<b>Year Group</b>	<b>Morning Message - Day</b>	<b>Morning Message - Time</b>
Reception	Tuesday and Friday	9.10am
Year 1	Monday - Friday	8.45am
Year 2	Monday - Friday	8.35am
Year 3	Monday - Friday	8.55am
Year 4	Monday - Friday	8.55am
Year 5	Monday - Friday	8.45am
Year 6	Monday - Friday	8.30am

### **The Help Desk**

Currently, the help desks are at different times of the day. It has been found that having the help desk earlier in the day assisted the children and staff because:

- All children had completed work from the day before and found areas where they were stuck
- Staff had then reviewed work and identified children who required help the following day
- Children could proceed to the next lesson, in that subject, after attending a live help desk where they had consolidated their learning
- The staff have also found that asking children [asking parents for younger children] to book slots has also been beneficial - avoiding waiting times! Each year group's sign up sheet will be found under the classwork tab on your child's class stream in order to support this.

Please find the new timetable for the Help Desk below:

<b>Year Group</b>	<b>Live Helpdesk - Day</b>	<b>Live Helpdesk - Time</b>
Reception	Tuesday and Friday	10.05am - 10.35am
Year 1	Monday - Friday	9.15am - 9.45am
Year 2	Monday - Friday	8.50am - 9.20am
Year 3	Monday - Friday	9.05am - 9.35am
Year 4	Monday - Friday	9.10am - 9.40am
Year 5	Monday - Friday	9am - 9.30am
Year 6	Monday - Friday	8.45am - 9.15am

These new changes to both the live morning message and the live help desk will remain in place until the Spring Half Term to support all families with timetabling their days in advance. We are conscious of the pressures working from home and learning remotely can bring and hope this consistency will support everyone throughout the remainder of this half term.

Please be aware that if due to circumstances beyond our control i.e. staff sickness, we may have to cancel a live morning message or live help desk at short notice. In these instances, this will be clearly communicated to your child on their class stream. Where possible in this situation, we will revert to pre-recorded morning messages for the children.

Many thanks for your ongoing support,

St. Stephen's Team