

Guidance to class teachers

We are now asking class teachers to make weekly calls to **all** children in their class. This will include those that are being called already who are vulnerable and THOSE that are attending school (unless the teacher has seen the child/parent on a rota day). NM/AR will inform you of who these children are.

Be aware that, when you call, where they are siblings, families will receive multiple calls. It is important that all children in the family have the same opportunity to speak to their teacher. Please be mindful of this. Parents may request that only one teacher calls each week after the first initial calls from each teacher - liaise with colleagues if this happens.

Use the primary contact (or second if living at same address) on G2 to:

- Speak to the parent/carer in the first instance even if your child answers.
 - If unable to make contact leave a message stating a time you will call back - escalate to AH if unable to make contact after **two** attempts
- Ask parent/carer to speak to the child (if child agrees / is appropriate) – ask them how they are, then ask
 - What they have been up to during the day / have you had a chance to talk to friends?
 - Have you had any problems completing / accessing the work set? - advise them around this
- Ask to speak to parent/carer again
 - ask if there has been any changes in circumstances that may have impacted on the family that school should be aware of (bear in mind some vulnerable families would have already told the school this)
 - Ask whether they have been directly affected by the virus (eg Illness, bereavement)
 - Ask whether the child has discussed returning to school and, if so, how they (and their parents/carers) are feeling about it
- If you have any concerns around coping/food/hygiene – refer to safeguarding team
- Log all of the above via CPOMS as an incident using attached protocol.
- Remind parents of the importance of keeping the children safe when online - signpost to our website

All teachers to be aware that:

Teachers should not offer work packs to be sent home. If a parent requests one inform them that due to the closure we do not have the resources to make or deliver packs for every child. The best resources are being put online and this should be what they use. Many of the lessons eg the BBC lessons cannot be easily printed / are videos. Work packs would not support this work. If there is a specific reason for considering one, speak to AH. If reasons are valid, work packs can be delivered on a Wednesday BUT teachers will need to prepare them.

Staff will also need to be sensitive. Many parents will be working full time from home / looking after very young children / doing their own home learning. We do NOT want to add the pressure that they must do so many hours of English / Maths every day.

The primary purpose of the call is well being / support. Encourage all children to at least check Google Classroom / blog as messages are sometimes given there eg we have linked the messages from home / VE day and they can communicate with teachers.