



2<sup>nd</sup> November 2020

Dear Parents/Carers of Class USA,

Unfortunately, I am writing to inform you that Mrs Lawrence has had an accident over the holiday and has chipped a bone in her foot. After various visits to hospital she has been directed not to put weight on her foot for a period of at least three weeks. Therefore, we have been busy putting a plan together to ensure that the Year 5 children continue to be provided with a high quality and consistent education in the safest possible way.

We do not feel it is appropriate to introduce a supply teacher to the children and have them taught by someone who is unknown as this may cause more anxiety at this difficult time. They do not know the children or understand their specific needs. In addition to this, supply teachers are not consistent or guaranteed. This could result in many different adults teaching the class over this three-week period, which, in light of the current pandemic, we feel would be too much of a risk to the children.

Therefore, we will be implementing a plan in which Miss Mynett, a very experienced and highly effective Higher Level Teaching Assistant (HLTA), will supervise the class and teach some lessons, under the direction of the Senior Leadership Team and in liaison with Miss Knowles. Miss Mynett is currently the Year 5 HLTA, supporting the learning in Class USA every day and covering both Year 5 classes for any meetings, Planning Preparation and Assessment time and any teacher absence. She is qualified to take the class and is already in the children's bubble, and therefore, this appears to be the safest and most sensible option to take forward.

Due to the school's provision of home learning during lockdown, we have all become much more familiar and effective with remote learning. Therefore, we have devised a way in which the children can still have taught sessions from qualified teachers for English and Maths every morning and Miss Mynett will teach the other curriculum subjects in the afternoon:

- Each day, Mrs Lawrence will teach the normal English lesson to the children via video. Miss Mynett will teach the children while they carry out the independent learning part of the lesson. This remote learning will be monitored by Miss Herbert, Deputy Headteacher for Teaching and Learning.
- Each day, Miss Herbert, will teach the Maths lesson to Mrs Lawrence's Year 5 set in the classroom. Mrs Lawrence usually teaches a group of children from both Class USA and Class Mexico. This will continue in the same way but with Miss Herbert teaching the group instead. Miss Herbert has been involved in the Year 5 weekly planning for Maths since September and has been an additional teacher to a group of children in the Year 5 bubble, to support the children make rapid progress. Therefore, she is fully up to speed with where the children are in their learning and their next steps.

Part of the





# Winter Gardens Academy

Winter Gardens Academy,  
Hilton Road, Canvey Island,  
Essex SS8 9QA

Tel: 01268 699305

Web: [www.wintergardensacademy.org](http://www.wintergardensacademy.org)

Headteacher: Catherine Stalham

- Mrs Lawrence and Miss Knowles will continue to plan together weekly over Zoom and therefore lessons will be planned and resourced by Mrs Lawrence for her class. Miss Mynett will deliver the other Foundation subject lesson and feedback to Mrs Lawrence about each lesson in order to adapt the teaching and learning.
- Mrs Lawrence will also continue to be updated through email and Zoom staff meetings to ensure she is up to date with everything related to day to day school life and school improvement.
- We anticipate that Mrs Lawrence will be able to lead Parents Evening session over Zoom, even if she is unable to return to work by this date, but we are hopeful for her return in three weeks.

Mrs Lawrence is so upset she cannot be with the children and is excited to do all that she can to provide education to the children from home. The plan above will be constantly reviewed and adapted in light of Mrs Lawrence's health and the children's learning.

As you can imagine, it has been a challenge to devise a plan which balances the safety of the children with the provision of a high quality education, especially while the current pandemic means staffing capacity has decreased. We hope that this plan will maintain children's regular contact with Mrs Lawrence for their own wellbeing, provide a highly effective education for the children and ensure their safety is a priority.

If you have any questions or queries please do not hesitate to contact Miss Roche, Year 5 and 6 Phase Leader or Miss Herbert, Deputy for Teaching and Learning.

Yours sincerely,

Mrs Catherine Stalham  
Headteacher

