

AZBUKA RUSSIAN-ENGLISH SCHOOL – LETTER TO ALL PARENTS  
TEACHING AND LEARNING DURING EMERGENCY CLOSURE

2nd December – 11th December 2020

**ИНФОРМАЦИОННОЕ ПИСЬМО РОДИТЕЛЯМ ОБ ОРГАНИЗАЦИИ  
УЧЕБНОГО ПРОЦЕССА ВО ВРЕМЯ НЕПРЕДВИДЕННОГО ЗАКРЫТИЯ  
ШКОЛЫ**

2 декабря – 11 декабря

*Если вам необходим перевод на русский язык, пожалуйста, обращайтесь за помощью к своему учителю.*

Dear parents

On behalf of the governors and staff of Azbuka, we thank you for all your support and understanding at this difficult time. **We wish our teachers a very speedy recovery. Get well soon!**

Our top priority is the health of our children, teachers and community, alongside our pupils' continued education.

Last summer Azbuka teachers did a great job implementing an online alternative teaching provision for our children.

Drawing on previous experience, the teachers have now prepared distance learning options, schedule and time-table (below) so we can continue to keep children supported in the next 2 weeks. **We are planning to return to real school on the 14<sup>th</sup> December (to be confirmed).**

Please note that school policies remain the same. Attendance is compulsory and monitored by the school. Please e-mail the main school address ([office@azbukafoundation.org](mailto:office@azbukafoundation.org)) and let the teacher know if your child can not attend school on a particular day and the reason for absence. Safeguarding policy and procedures also remain the same.

For all news and memos, please refer to our school website (NEWS), FB page or your e-mail address.

**We also ask for your support, understanding and solidarity at what is a difficult time for our operations.**

Together, the Azbuka community can live our values and re-emerge even stronger in the new year.

*На позитивной ноте... хотелось бы отметить, что дети смогли учиться в реальной школе почти весь осенний триместр. Мы желаем всем нашим учителям и семьям здоровья и скорого возвращения в стены Азбуки!*

Maria Gavrilova, headteacher

## **Instructions and guidelines for parents and families** **2<sup>nd</sup> December to 11<sup>th</sup> December 2020**

Teaching and learning will consist of distance learning sessions with class teacher and home work projects. Resources will be sent in advance of lessons.

### **Planned timetable**

DAILY SCHEDULE: For both KS 1 and KS 2 (1-5 year groups)

SCHEDULE FOR ONLINE SESSIONS ONLY:

### **Key Stage 1 (Year 1 and 2)**

Platforms used: **Zoom** (for online teaching sessions) and **email and/or Class Dojo** (to communicate with teacher and to upload projects etc)

Please go to Zoom website (<https://zoom.us/>) and follow instructions to sign up. Your teacher will invite you to your online classroom at the times below. For Class Dojo (<https://www.classdojo.com>), please refer to the learning pack where you find instructions on how to set up.

#### **Year 1:**

Wednesday 2<sup>nd</sup> December 2020 – Welcome Meeting for Children at 09:00

- 0900 – 1000 English Lesson video link will be sent to your email
- 1000 – 1020 English Maths Lesson video link will be sent to your email
- 1330 – 14:10 Miss Alyona Russian World Around Us

#### **Year 2:**

- 0900 – 1000 Russian
- 1020 – 1100 Russian Maths
- 1300 - 1330 World Around Us with Miss Nadia

### **Key Stage 2 (Year 3, 4, 5)**

Platforms used: **Zoom** <https://zoom.us/> (for online teaching sessions) and **Class Dojo** <https://www.classdojo.com> (to communicate with teacher and to upload projects etc)

#### **Year 3:**

- 0900 – 1000 English
- 1020 – 1100 Maths
- 1300 – 1330 Russian World Around Us

#### **Year 4:**

- 0900 - 1000 English

- 1020 – 1100 Maths
- 1300 – 1330 Russian World Around Us

**Year 5:**

- 0900 - 1000 Russian
- 1020 – 1100 Maths
- 1300 – 1330 English World Around Us

Sessions may last 20-40 minutes depending on level of support / instruction needed.

**Important notes for parents**

- We anticipate that Wednesday will be more of an introductory / set up day (esp. for Year 1 teachers and students) as we all try to understand the dynamics and challenges of online learning with particular year group.
- Please make sure your child is prepared for their lessons. Your teacher will let you know what to prepare. They will all need pencil/pen and paper to write on.
- The children are expected to follow our normal time-table as much as they possibly can.
- Please ensure your child follows online safety. When searching the internet for research etc, please make sure they use <https://primaryschoolict.com/> as this uses strong filters and is used in school.
- When completing projects please supervise your child where necessary (especially Science and Art/DT)
- For siblings: whenever possible, children should work in different rooms on different devices.
- Please don't hesitate to communicate with your class teacher should any issues arise. Please use the teacher's school email address or Class Dojo where they can assist you.

**Policies and Safeguarding during this time**

The school will follow all Azbuka policies and procedures when applicable. Safeguarding procedures will remain the same. Should you have a safeguarding concern, please refer to our Safeguarding policy on our website and contact **Paul Hume (Designated Safeguarding Lead)** or **Maria Gavrilova (Deputy Safeguarding Lead)**  
 On 0208 392 2286 or 0781 0013042 or 07596211897 (safeguarding emergencies only)  
 or [headteacher@azbukafoundation.org](mailto:headteacher@azbukafoundation.org)  
 or on Class Dojo or [paul.hume@azbukafoundation.org](mailto:paul.hume@azbukafoundation.org) For all other school enquiries please use our main School email address at [office@azbukafoundation.org](mailto:office@azbukafoundation.org)

**Teachers and school e-mail addresses:**

**Алена Викторовна  
Miss Sahar**

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