



**Hove Park School**  
"Together We Achieve"

Nevill Campus: Nevill Rd, Hove, East Sussex, BN3 7BN  
Tel: +44 (0)1273 295000/1 Fax: +44 (0)1273 295009

Valley Campus: Hangleton Way, Hove, East Sussex, BN3 8AA  
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Email: [office@hovepark.org.uk](mailto:office@hovepark.org.uk)

Mr Jim Roberts- Headteacher

7<sup>th</sup> January 2021

Dear Parent / Carer,

As we move into another period of remote learning, I thought it would be helpful to write with a few reminders of what you and your child can expect from us; some practical guidance and to also signpost you to the support available should you need it. I appreciate you taking the time, to read through this information.

From Monday 11<sup>th</sup> January, 2021 the majority of remote learning will be in the form of live lessons through Microsoft TEAMS.

For Year 7 and 8 parents I have attached a separate PDF document with this letter showing you and your child how to access TEAMS. This link will also be useful for students in other year groups who are less familiar with TEAMS lessons.

The link to the lesson will be sent though Firefly and homework continues to be set on Firefly. Homework and other work requested by the teacher is submitted by your child through Firefly. Marked work and feedback will be sent back to your child in the same way.

You are able to check the work that your child has been set on Firefly and can also ask them to show you the work they have uploaded – the student ticking 'completed' does not mean the work has been submitted.

There will be occasions where remote learning will be a task set on Firefly or a link to join a live lesson with a different teacher – this will be because a member of staff is absent at this time.

Our remote learning policy can be found by following this link:

<https://www.hovepark.org.uk/policies>

I understand that this is another worrying time for you and your family – we are here to support you. We do not expect you to 'teach' your children at home, but we would continue to ask for your support to allow us to teach your child in the best way possible at the moment, enabling them to learn and remain engaged in their education. Working together, please see some guidance below:



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- Show an active interest in your child's learning, actively ask them – what did they learn today? Ask them to teach you a bit about it. What lessons do you have tomorrow? Is your iPad charged? Are your books ready?
- Students need to follow their normal timetable – encourage them to be up and dressed and having breakfast before lessons start and eating / hydrating / exercising at break and lunch time.
- Homework will be set – take a break at the end of the day and then encourage children to go back and complete homework – check it has been submitted on Firefly.
- Create a learning space if you can – if you have the room, make that space only for learning – a real work space. Where space is an issue, try and ensure the room that they are working in is calm and allows concentration.
- Contact us if there is a problem, please do not wait because it is important that routines are maintained and students are fully supported:
  - For technical support (passwords, logging on, insurance etc) – please contact [ITsupport@hovepark.org.uk](mailto:ITsupport@hovepark.org.uk)
  - If you do not have the technology or mobile data needed to complete remote learning – contact [nmellor@hovepark.org.uk](mailto:nmellor@hovepark.org.uk) or [mprentice@hovepark.org.uk](mailto:mprentice@hovepark.org.uk)
  - Your child is refusing to do their online lessons; provide reassurance, join a lesson with them if you can to build confidence, try to ascertain what the key issues are – for support, contact their tutor or year team
  - Homework is going to be late – contact the teacher
  - Your child is struggling to understand some of the content – contact the subject teacher or year team
  - Your child is going to be absent because they are unwell – contact the year team

Another worry that you may have will be around the amount of screen time your child is having each day. We would encourage you to set clear boundaries with this, but also acknowledge that technology is also fun and a mechanism to maintain social contacts during this time when we are not allowed to socialise in the usual way. I have put a link below which is guidance from Vodafone called Digital Parenting – whilst not promoting Vodafone this page has a wide range of links that you can explore ranging from; what you need to know as a parent about apps like TikTok, to great digital careers to parental controls.

<https://www.vodafone.co.uk/mobile/digital-parenting>

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Thank you for your ongoing support, Hove Park families are so fantastic at working with us – let's make sure that we continue to do this, so that our children do the best they can, in every way in the circumstances we find ourselves in. If you have any questions, please do not hesitate to contact me.

Best wishes,

Michelle Prentice

Senior Deputy Head teacher

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