



**KOINONIA**  
C OF E SCHOOLS FEDERATION  
*Excellence through innovation,  
founded in faith since 1840.*

**FEDERATION EXECUTIVE CO-HEADTEACHERS**

Mrs Claire Harrison and Mrs Victoria Wainwright

**FEDERATION BUSINESS MANAGER**

Ms Sue Eden

Wednesday 6<sup>th</sup> January 2021

Dear Parent/Carers,

Further to the Government's announcement that schools will be closed for a longer period of time, we wanted to strengthen our remote learning provision. We completely understand how complex it can be working from home while trying to home educate your child. We hope that this letter will help you to establish a routine as a family as well as an easier way to access and monitor the learning that your child should be doing. We are excited to be launching Satchel One platform, across our primary campuses. We have chosen to introduce this system to improve our remote learning offer and to make it easier for you to keep track of your child's work. We will also use this system to set homework when the children return to school full time.

Satchel is an online tool to help you keep track of your child's work. It will allow you to see full details of the tasks your child has been set, all their upcoming deadlines and any submission statuses or feedback recorded by their teacher. You can also download the Satchel One app for Android (via the Play Store) or iPhone and iPad (via the App Store).

We will be launching Satchel ([www.satchelone.com](http://www.satchelone.com)) on **Monday 11<sup>th</sup> January 2021**.

Before our launch day, you will be provided with login slips for your personal parent/carer account. This is linked to your child's account, where you will be able to see their work that is being set. If you or your child have problems logging in then please email the following addresses for your child's specific campus. During the next few days, please can you check your child can log onto Satchel. If you are having difficulties or are unable to log in, please send an email before the weekend, the relevant email address below:

Peninsula Campus- [PEN\\_Covidinfo@koinoniafederation.com](mailto:PEN_Covidinfo@koinoniafederation.com)

Woolwich Campus - [WW\\_Covidinfo@koinoniafederation.com](mailto:WW_Covidinfo@koinoniafederation.com)

Christ Church - [CC\\_Covidinfo@koinoniafederation.com](mailto:CC_Covidinfo@koinoniafederation.com)

Each day your child will be set three pieces of learning: an English task, a Maths task and one other. This may be linked to humanities, arts or another subject. We will also expect your child to be getting some physical activity each day. In addition to these learning tasks, there will be other daily or weekly activities for your child to participate in. This will include: Collective Worship, Story time, reading, physical activities and PSHE activities. There will also be time where the children can use the discussion function and communicate directly with the teacher at certain times of the week.

You will receive a timetable from your child's year group team which will support the home learning across the week. Please share this with your child so they are clear about the expectations. Learning activities will be set that is appropriate to your child's age.

Thank you once again for your support. Please do not hesitate to contact us if you require support or have a query.

Yours sincerely,

Mrs C Harrison and Mrs V Wainwright  
Federation Executive Co- Headteachers

Ms S Reid  
Deputy Headteacher

Mrs T King  
Head of School

Mrs D Ajayi  
Deputy Headteacher

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