



# Michaelchurch Escley Primary and Pre School Flexi-school Handbook 2025 –2026



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## Flexi-school Expectations

### When will teachers upload work?

Teachers upload work for the Friday and Monday flexi-school on a Thursday. Most teachers now have their PPA on a Thursday which allows them time to prepare and upload the work. Work completed in the week often changes, so uploading on a Thursday ensures the learning is correct for the pupils.

### Expectations to prepare for flexi-school

You must have access to the internet and a printer and you must have the appropriate resources.

Parents should ensure that they have prepared all the work in advance for the flexi school day. If further clarification is needed from the class teacher, this communication must occur prior to the flexi school day in question to make sure that the teacher has adequate time to respond. Whilst staff will always try to be accommodating, please be mindful of their other commitments and workload. Staff can be contacted at [admin@michaelchurch-escleigh.hereford.sch.uk](mailto:admin@michaelchurch-escleigh.hereford.sch.uk)

You may need to tailor some activities to your child's needs, as we do in class. Some activities may be challenging - you could support your child by using physical resources, word mats, diagrams etc. Some activities may need further extension such as higher order questioning.

### When should flexi-school work be completed?

You should complete the work on the Monday and/or Friday to match the school day.

### When should flexi-school work be uploaded to SeeSaw by?

5pm on the flexi-school day.

### Where does the flexi-school work need to be completed?

Work should be completed in the flexi-school books provided at the start of the school year. It is **not** necessary to bring the flexi-school books into school each week. They should be kept safely at home and be available on request. When requested, books should be available to bring into school for monitoring purposes.

The work should be completed in the location the home visit was carried out.

### Do families need to complete all the work set for flexi-school?

Yes. It is essential all the tasks are completed and evidenced on the online platform e.g. photos of workbooks or activities, or a brief outline of discussions held.

If you feel for any reason your child is unable to complete the work set, please discuss this with your child's class teacher rather than miss out pieces of work.

## How will the teachers see the completed work?

Teachers will see the finished work uploaded on Seesaw (log in details will be in the front of the yellow Flexi-School book).

## How will teachers respond to work?

On **Seesaw**, teachers will click the 'heart' icon which will show they are happy with the work that has been done. For parents new to flexi-schooling, if there are any problems, teachers will contact you separately to discuss any issues.

## Books

- Literacy work completed in the yellow exercise book
- Maths work completed in the blue exercise book
- RE and PSHE work completed in the purple exercise book
- Art/DT work completed in the black sketchbook

Work should be completed to school presentation standards, please see the literacy and maths presentation guidelines in the front of each book.

Please also support your child to have the correct pencil grip and posture and form their letters according to the school's pre-cursive and cursive handwriting policy.

## Marking

It is really important for the teachers to understand in which area each child requires support. As a parent you know your child really well and by indicating what level of support your child was given at home, staff can know best how to support your child during school learning days, many thanks for your help with this.

### Support key

**Ind = Independent work:** The independence must be with the key skill being focused on but other help can be given i.e. if it was a writing task the writing can be independent even if the parent helped to read the questions.

**w/s – Ind** = Child initially needed help but then worked independently

**with limited support** = a few hints given but not securely independent

**w/s = with support** – parent and child worked on task together as the child needed help to complete it

Giving children feedback is imperative for their learning. Therefore, you could write a positive comment and next step for your child.

## Mid-Term Changes to Flexi-Schooling

Due to the organisation teachers need to put in place for flexi-schooling, changes cannot be made during a half term. If you wish to make any changes, you need to have a discussion with the class teacher / headteacher at least a week before the end of a half term for the following half term. If you wish to stop flexi-schooling however, this can happen immediately.

## New School Year

In the summer term you will receive a form to sign up again to flexi-schooling the following academic year. This will need to be completed by the end of the school year in order to continue flexi-schooling

## Flexi non-teacher contact

Our flexi school governor is the non-teacher point of contact. If you would like to be in contact with the flexi school link governor or have any suggestions as to how the school could best support flexi school parents and the programme please contact the flexi school governor via the office [admin@michaelchurch-escley.hereford.sch.uk](mailto:admin@michaelchurch-escley.hereford.sch.uk) and they will contact you directly.

We hope that the above clarifies the expectations of the flexi school programme, we always welcome feedback that supports the programme.

## Attendance Coding

Children who are flexi-schooling must be recorded using code 'C', which is classified as an authorised absence. This is not a concern for either the school or the local authority. However, it will appear on the pupil's attendance record as an absence, which may result in their overall attendance percentage appearing lower than expected.

## Useful information

- Exemplars of 'good' flexi-school work are available to view on the 'Our Curriculum' section of our school website on the Flexi-school tab of the drop-down menu.
- A wide range of learning support resources are also available on the 'Our Curriculum' page of our website on the Curriculum Support tab of the drop-down menu.

## Dates for all children to be in school 2025—2026

There are some school days which we feel are important to have **all** the children in school. Sometimes this is due to a special event in school and other times it's to help settle children at the start/end of a term.

Below are the dates that we have already agreed and will not offer flexi-school on these days. Please be aware, there will be a few others that link into specific curriculum/class events as well throughout the year. We will let you know these as soon as they are confirmed.

### **Autumn Term**

Friday 5th September 2025 (settling in, new year)  
Monday 8th September 2025 (settling in, new year)  
Friday 12th December 2025 (walking nativity practice)  
Monday 15th December 2025 (walking nativity)  
Friday 19th December 2025 (last day of term)

### **Spring Term**

Friday 9th January 2026 (settling in, new term)

### **Summer Term**

Monday 13<sup>th</sup> April 2026 (settling in, new term)  
Friday 17<sup>th</sup> July 2026 (last day of term)

