



30 April 2020

Dear Parents / Carers

### **Live Virtual Google Meet Sessions**

As you are aware from last week's newsletter, we have been looking at ways this week to safely facilitate 'live' video sessions, to meet with class teachers and teaching assistants in small friendship groups from their class.

These 'live' ten minute sessions will be held via Google Meet to give teachers and pupils the opportunity to remain connected, if they choose. If your child wishes to take part in one of these sessions, you will need to sign up from tomorrow on the timetables posted in Google Classrooms for Years 1 - 4 and by clicking on the link to a Google Form posted in Tapestry for year R. Once the time slots are full, it may be that you are directed to another session to keep the groups manageable.

Once you have selected a time slot for your child, you will then receive a link allowing you to join the Google Meet session at the specified time. These sessions will **not** be live lessons or work related but will either take the form of a game, a story session, a show & tell or similar and are purely for children to interact with the adults and other children in the video link. You will be able to mute your microphone if your child does not wish to speak, but would still like to listen. They can also turn off their camera if they do not want to be seen.

As the responsible adult facilitating this live interaction at home, you will need to adhere to the **Etiquette** governing this live link, attached for your information. Please note that these live sessions will be recorded by the class teachers and kept for 30 days before being deleted.

We very much hope our new Google Meets will be welcomed by the children and offer some much needed 'face to face' interaction between the adults and pupils, as these unprecedented times continue.

Yours sincerely

Mrs J Forsythe  
Principal

Mrs Sarah Goosani  
Executive Principal

## Live virtual sessions etiquette

In addition to our Annex to Safeguarding Policy v1 COVID-19 April 2020 (which you can read [here](#)). In these exceptional circumstances, from next week, we will be arranging a short fun and interactive weekly session with small class groups and your child's class teacher.

For this reason, we ask both students and families to read and commit to the following;

- **An adult must be present in the house** during the video call and must confirm their presence at the beginning of the video call before leaving their child to engage in the video meet.
- These video meets have been designed to provide your child with the opportunity to interact with their peers and teacher in a virtual live environment. Adults are reminded, **it is not an opportunity for you to engage on the video call and speak with your child's teacher.** As is the protocol, all questions for your child's teacher must be submitted either through the Google Classroom or by contacting the School Office.
- **The meets are optional**, allowing the children to opt out if they would prefer not to take part. You will be provided with a sign up sheet through your child's Google Classroom to sign up to one weekly slot that is suitable for you and your child.
- Your child will also have the **option to attend via audio only** should they not wish to have their camera on.
- **The door to the room where your child is carrying out the video call must be left open** for the duration of the meet.
- The video call must take place in an **appropriate environment** which safeguards the child's privacy, for example; kitchen/ lounge/ dining room with a wall or similar area presented as a background.
- **Your child should be appropriately dressed** for the video call as should anyone else in the household
- **Language must be professional and appropriate**, including any family members in the background.
- Once the video call has finished, you must ensure that **the camera has been disconnected and covered.**
- **During the video call your child may only use the platform** that the school provides (Google Meet).
- It is **not permitted to make any recordings or take photos during these video calls.** This is the responsibility of both parents and children. However, the video call will be recorded by the teacher in line with our safeguarding policy. Recordings will be retained for 30 days.