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*Headteacher: Mr Peter Allen*



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Dear Parents and Carers,

Teaching has changed considerably in the last few months. During periods of self-isolation or partial/whole bubble closure children will be completing home learning tasks in line with our Remote Learning Policy. As safeguarding of the children is our highest priority, please note the following points to enable our online video meetings via Microsoft Teams or Zoom to be successful and enjoyable for everyone.

- Children will preferably need access to a laptop or tablet with video and microphone enabled. If not a phone can be used.
- Passwords and links to the meeting will be shared via Evidence Me, Starz or Office 365 and/or class email addresses.
- Adults should be responsible for setting up the call using the passwords and information supplied by the hosting teacher.
- Children should try to participate in the call in a family room – bedrooms should be avoided if at all possible.
- The usual school rules apply; no inappropriate language or gestures will be tolerated. Children will be expected to respect others' opinions and allow their peers to talk. Inappropriate behaviour will lead to the class teacher 'muting' your child's input or ending their participation.
- Conversations will be predominantly led by the hosting teacher and will largely be around wellbeing and questions regarding work.
- It is not essential for an adult to be present with a KS2 child, but adults should try to stay within earshot for the duration of the call.
- Children have the right to choose to leave the call at any point.
- Children will be added to the group meeting via a 'waiting room'. Ideally devices should have recognizable names which are visible – ie 'Mandy' or a parent's name. Generic 'iphone6' or 'admin' type names are not as safe for security reasons.
- Children in Early Years and KS1 should have a parent present and visible at all times.
- Siblings of participating children are not permitted to be part of the call.
- Children should not be using their own mobile phones for the duration of the call if they are using Zoom or Teams on another device.
- If using Zoom, children may only use pre-made backgrounds provided within the app. If using, these should be decided at the beginning of the call and then remain unchanged throughout.
- Children should be wearing appropriate clothing for a meeting with adults and other children.
- Passwords to the meeting should not be shared with anyone. If another member of the class has lost their password, they (or their parent) should contact their class teacher directly via Evidence Me/ Starz/ Office 365 or through the class email which can then sent on to relevant staff.



*Learning*

*Enjoying*

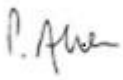
*Achieving*

If any child breaks the rules stated above:

- In the first instance, the teacher will mute all participants and remind the child of expectations.
- If behaviour continues, the teacher will remind child that they are able to remove them from the meeting.
- With persistent disruption or ignoring of your requests, the child will be removed from the meeting.
- Following the meeting, parents/carers will be contacted directly either through email or by phone if there have been concerns about a child's behaviour.

Thank you for your support and co-operation.

Yours sincerely,



Mr Peter Allen  
Headteacher