



Wednesday 13<sup>th</sup> January '21

Dear Parents and Carers,

Thank you for all your patience and support as we settle into new routines around remote learning throughout the school. Please see below for some important updates that include information about remote learning as well as other areas of the school.

### **Safeguarding (Recording of remote learning lessons)**

From 9am this morning (Wednesday 13<sup>th</sup> January), all live Google sessions will be recorded by the host of the session (the class teacher). The sole purpose of this recording is safeguarding. Videos will not be made available at a later date for viewing purposes for children but might be used by the school if there is a safeguarding concern that requires investigation. This is a necessary protection for both your child and for members of staff leading remote learning.

During live lessons' pupils, with parent/carer support, will need to follow the rules outlined below:

- All Live Lessons will be recorded for safeguarding reasons, and by your child joining the class you will be consenting to said recording. The following disclaimer will be advised as a regular reminder. *'By joining a Google Meet lesson you will be subject to voice/video/chat interaction recording for safeguarding purposes. This recording will be kept by the school for one year from recording.'*
- If your child is present in school, please make Mr Richards aware ASAP if you do not agree for your child to appear within any remote teaching sessions being recorded.

### **Important guidance on remote learning at home (please read carefully)**

We ask that the following points are followed extremely carefully to ensure children get the most out of their online lessons at school and remain as safe as possible at all times.

- Teachers fully understand that sometimes further clarification on a teaching point might be required but we ask politely that parents and carers do not interrupt teaching at any point. Children should be encouraged to ask questions following guidance given on how to do this by their teacher.
- Please make sure that your child is engaging appropriately with the remote learning. The amount of supervising needed will depend on your child. If your child is able to mute and unmute themselves and is generally focused, the less supervision is needed. Even in the older years though, parents and carers should still regularly check-in with their child.
- Children should be dressed for learning (this does not mean school uniform but children should be changed out of pyjamas and in a comfortable space for learning).
- Please remember that when children are not muted, background noise can easily be heard. Class teachers are not currently able to blanket mute all children so it is important you regularly check-in with your child that they know how to mute themselves when asked to do so. Please also be aware of the conversations you are having in the background as they often can be heard.

### **Parent and Teacher Meetings (Y1-Y6)**

Parent meetings will take place on Tuesday 19<sup>th</sup> January and Thursday 21<sup>st</sup> January starting from 2:30pm on each day (there will be no 3pm remote session on either of these days for children in Y1-Y6). You will have an

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opportunity to book a 10 minute appointment through the Parents Evening booking system from midday today. The booking system will close on Sunday 17<sup>th</sup> January. When your appointment is due to start, please use your child's Google Meet link to join a meeting with your child's class teacher. For safeguarding reasons, all meetings will be recorded. Thank you for your patience while we reorganised these meetings.

Thank you for your on-going support,

Mr Richards  
Headteacher