

# South Bersted CE Primary School

Church Lane  
Bognor Regis  
West Sussex  
PO22 9PZ

Tel: 01243 821678  
office@southbersted.co.uk  
www.southbersted.co.uk



Headteacher: Mr Noel Goodwin

8<sup>th</sup> February 2021

Dear Parents and Carers

## Live Class Meetings

Following the results of on Remote Learning Questionnaire, we are planning to run live-streamed online class meetings for the children working at home and their class teacher. Initially, we are going to be trialling the class meetings in Years 4 and 6. Following this, we will carry out a review which will determine how further sessions are introduced across the school.

### Why are we offering these sessions?

One aspect that I know that some children particularly miss during lockdown is the actual visual interaction with their class teacher and their friends. Providing this opportunity, will enable children to interact with their class teacher who will provide them with feedback towards their learning and further support. In addition to this, the class teacher may also lead a quiz or an activity based on the previous week's learning.

### How long will the sessions last?

The timings for the sessions are no more than 20 minutes. Each session will be timetabled. The first sessions will take place as follows:

**Year 6:** Thursday 11<sup>th</sup> February 2021 at 2.00pm

**Year 4:** Friday 12<sup>th</sup> February 2021 at 2.00pm

### Does my child have to attend the session?

Children are encouraged to attend the sessions but we recognise that it may not be practical for all children to attend these sessions.

### What are the expectations for attending the meetings?

Unfortunately, during this lockdown period, there have been a number of examples in schools locally and nationally where live-streaming in schools has been misused by parents, including instances where images and recordings have been shared inappropriately on social media, and inappropriate comments made about the content or about other children.

West Sussex County Council



If our class meetings are going to work successfully, then it is vital that parents understand that the class meeting needs to replicate the safety and security of the child's classroom environment, where it is every child's safe space and this should be respected.

Parents or children must not in any circumstance record any part or all parts of the live streaming session. The school is the data controller for the live streaming session and does not consent to anyone taking a recording of it either audio or video, nor taking photographs or screenshots. No person taking part has given any consent to any recording and there is no legal right to take a recording.

The school will record the session for internal safeguarding purposes. The recordings will be stored securely under our GDPR protocols.

For the safety, security and welfare of all our children and staff members, it is vital that everyone is aware of and follows the protocols listed below, which must be read and adhered to.

In using Google Meet you must:

- *ensure your child is working in a quiet area and that others, including yourself, will not be in the frame or speak during the sessions,*
- *ensure that your child is supervised safely, dressed appropriately and with the correct resources in front of them for the session,*
- *not judge or comment on the quality of the session,*
- *not share any log in information or the link with anyone else,*
- *not record the session,*
- *ensure that microphones are muted before joining the meeting. This option is available before joining the meeting,*
- *If you choose to have your child's camera on, then you will need to turn a background on, either by blurring or choosing your own background. This option is available within the software just before you join the meeting at the bottom right of the screen.*

#### How will my child log into the meeting?

You can access Google Meet from any device that can access Google Classroom (PC, tablet, phone). Login details for the meeting will be made available by your child's teacher within Google Classroom via the stream section of the Classroom and in the top box, which has their Class Code in. This will keep the meeting details secure. The code will be made available approximately 5 minutes before the session starts.

#### How do I agree to the expectations?

For your child to attend the meetings, we are asking parents to contact the school office via Class Dojo by **Wednesday 10<sup>th</sup> February** to state you agree to the above terms set out in this letter.

West Sussex County Council



Once this week's sessions have taken place, we will review the sessions before applying this approach across the whole school.

If you have any questions regards the live meetings, please contact your child's class teacher or myself before the meetings begin.

Yours sincerely



Mr Noel Goodwin  
Headteacher

West Sussex County Council

