

South Bersted CE Primary School

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Headteacher: Mr Noel Goodwin

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Dear Parents and Carers

Live Class Meetings

Following the results of our Remote Learning Questionnaire, we are planning to run live-streamed online class meetings with the children who are working at home and their class teacher. This week, we have trialled the meetings with pupils in Years 4 and 6 and have been pleased with the results; therefore, we are aiming to introduce them across the whole school. During the first week back after half term, we are inviting those children in Key Stage 2 (Years 3 – 6) to attend the sessions. Then from 1st March, pupils in EYFS, Years 1 and 2 will be provided with this opportunity.

Why are we offering these sessions?

One aspect that I know some children have particularly missed 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 provide further support to children. In addition to this, the class teacher may also lead a quiz or an activity based on the previous week's learning or share a short story with them.

How long will the sessions last?

The timings for the sessions are no more than 30 minutes and may be shorter depending on the age of the children.

Each year group has been allocated time slot across a week.

Year Group	Day	Time
Year 3	Friday 26 th February	9.30am
Year 4	Tuesday 23 rd February	2.30pm
Year 5	Wednesday 24 th February	2.00pm
Year 6	Tuesday 23 rd February	2.00pm

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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 children to attend these sessions.

How will my child join the meeting?

To ensure that you and your child are confident in using Google Meet, a video is available on the school's website via the [Remote Learning Page](#). The video has been created to explain each of the steps, including the expectations for the meetings.

You can access Google Meet from a PC, tablet or 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. This will keep the meeting details secure. The code will be made available approximately 5 minutes before the session starts.

What are the expectations for attending the meetings?

Unfortunately, there have been examples at schools locally and nationally, where live-streaming sessions have 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. 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 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 login information or the link with anyone else,*
- *not record the session,*
- *ensure that microphones should be muted before joining the meeting. This option is available before joining the meeting as seen in the video,*
- *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.*

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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 the end of school on Monday 22nd February to state you agree to the above terms set out in this letter.

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

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