

# South Bersted CE Primary School

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Headteacher: Mr Noel Goodwin

19<sup>th</sup> July 2021

Dear Parents and Carers

## Year 4 Live Google Meet Sessions

Firstly, I hope that this letter finds you and your family well. I recognise that this is a challenging time for you and your family. If there is anything that we can do to support you please contact the school office.

You will recall that before all children returned to school in March, we ran Google Meet lessons. As part of our approach to remote learning, from tomorrow morning, Tuesday 20<sup>th</sup> July, we are inviting your child to attend a daily Google Meet session at 9.00am.

### Why are we running this meeting?

The aim of the meeting is for the children to see each other, the class teacher and class TA. The session will provide reflection on the previous day's learning and explain the learning for day. Mrs Robson, may also share a short story with the children.

### How long will the sessions last?

The aim is that the session will last for 15 minutes however this maybe longer or shorter depending on your child's engagement in the session.

### 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, you can view a video that has been created to talk you through each of the steps, including the expectations for the meetings. The video can be viewed on the school's [Remote Learning Page](#).

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

By clicking the link in the box, you will be able to activate Google Classroom:



Year 4 2020-2021

### 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,

**Note:** 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 19<sup>th</sup> July to state you agree to the above terms set out in this letter.**

Once you have done this, we would expect your child to attend all sessions across the week.

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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