

# 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

21<sup>st</sup> July 2021

Dear Parents and Carers

## Year 4 Transition Meeting

To support Year 4 pupils in their transition into Year 5, we would like to run a Google Meet with their new class teacher, Mr Thorn, in preparation for the next academic year. This is an opportunity for the children to ask Mr Thorn questions regards the next academic year and to listen to him read a short story.

**The session will begin at 12.45pm on Thursday 22<sup>nd</sup> July 2021.**

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

This is a fantastic opportunity for your child to 'meet' Mr Thorn.

### 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](#).

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

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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.

#### 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 today. This also informs Mr Thorn of who will be attending the meeting.

Yours sincerely



Mr Noel Goodwin  
Headteacher

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