

Dear Parents and Carers

Earlier in the week I wrote to you about 'live' lessons. We have been working hard here behind the scenes looking into delivery and how we can facilitate this. We are now ready to start their delivery.

We are going to start some live lessons from Monday 18<sup>th</sup> January. We have chosen to start with Maths in KS1 and KS2 and Phonics in Acorns. Due to staffing, not every Maths lesson will be live however your child's Maths teacher will let you know which of their lessons will be live and which will be delivered as they currently are. The lessons will be delivered 'live' at the time they are normally taught in school, 9:10 am for Chestnuts and Ash and 9:30 am for Acers and Oaks. The 'live' lesson will have teacher input and an opportunity for your child to ask any questions before they will then be asked to complete the task and upload their work in the normal way. If you are unable to access the 'live' lesson, then we will record it and upload it to Google Classrooms so that you can view it later in the day.

The second page of this letter is a Protocol for live/remote learning. It is important from a Safeguarding point of view that you read and discuss this with your child so they understand what is expected of them and how they should behave during these sessions. Please also complete the online survey that you receive by separate email to confirm that you and your child have read, understood and agree to the protocol.

Live lessons will be new to both the teachers and yourselves. We understand that there may be some technical teething issues to start with and I ask that you bear with us as we get to grips with how to deliver these lessons. It will be a completely different style of teaching from what the teachers are used to.

Some teachers, may be trialing a 'meet & greet' style session on Friday which will help us to iron out any potential issues or problems before we start teaching Maths. It would also be a good opportunity for your child to get used to it and see some of the other children too. Again, individual teachers will contact you if they are going to be doing this.

In order to support you at home we have also put together a maths resource pack which contain a mini whiteboard, pen, rubber and number square. The children are used to having these in their Maths lessons to support them and may also need them in their live session. Again, you may find them useful for other online learning too. Please can you pick them up from the boxes at the front of school from 1.30 pm on Friday.

As I said previously, we will start with some Maths live lesson provision and as we get up and running you may find more live or teacher recorded sessions take place. This will also be dependent on the age and stage of the children too.

We hope that you and your child are able to take up these sessions as I'm sure that they will benefit the children and also help to support you at home.

Your sincerely

Jill Watson  
Headteacher

### **Protocol for Live lessons/Remote learning – Pupils**

Please read and discuss the following with your child so they understand what is expected of them during live/remote sessions:

- During a 'live' Google Meets lesson/meeting a parent or carer will be in the same room as me (but not on camera), or in the room next door with the door open, so that they can see and hear everything that is happening during the lesson.
- The environment will be quiet and free from distraction.
- The microphone will be on mute unless I am asked to speak or have a question.
- The 'background' is appropriate and as neutral as possible. Please be mindful of what can be seen in front and behind you.
- To be dressed appropriately e.g. not wearing a dressing gown or pyjamas.
- Food will not be eaten during the lesson/meeting.
- To remain attentive and not speak unless it is my turn.
- To communicate in a courteous way at all times to any member of staff and fellow pupils.
- Google Classroom and Meets will be used as directed by the teacher and I will only type in or upload material related to my learning.
- The 'chat' facility will only be used to send messages related to my learning.
- To respect the privacy and confidentiality of the other people taking part in the 'Meets' lesson/meeting, including any children and/or adults in the classroom.
- Do not do anything that would compromise the safety of anyone online, including the teacher. This includes posting or uploading someone's image without their or their parent's permission.

Lessons will be recorded to enable those who are unable to take part in the live lessons to access them at a later date. Please remember that when using social media, if you type something it is always there and you cannot take it back. So be very sensitive with what you type when using Google Classroom or Meets.

If you have any safeguarding concerns that arise during an online lesson please contact a designated safeguarding lead (Ms Watson, Mrs Bolar or Mrs Salisbury). All other queries should go directly to the class teacher.