

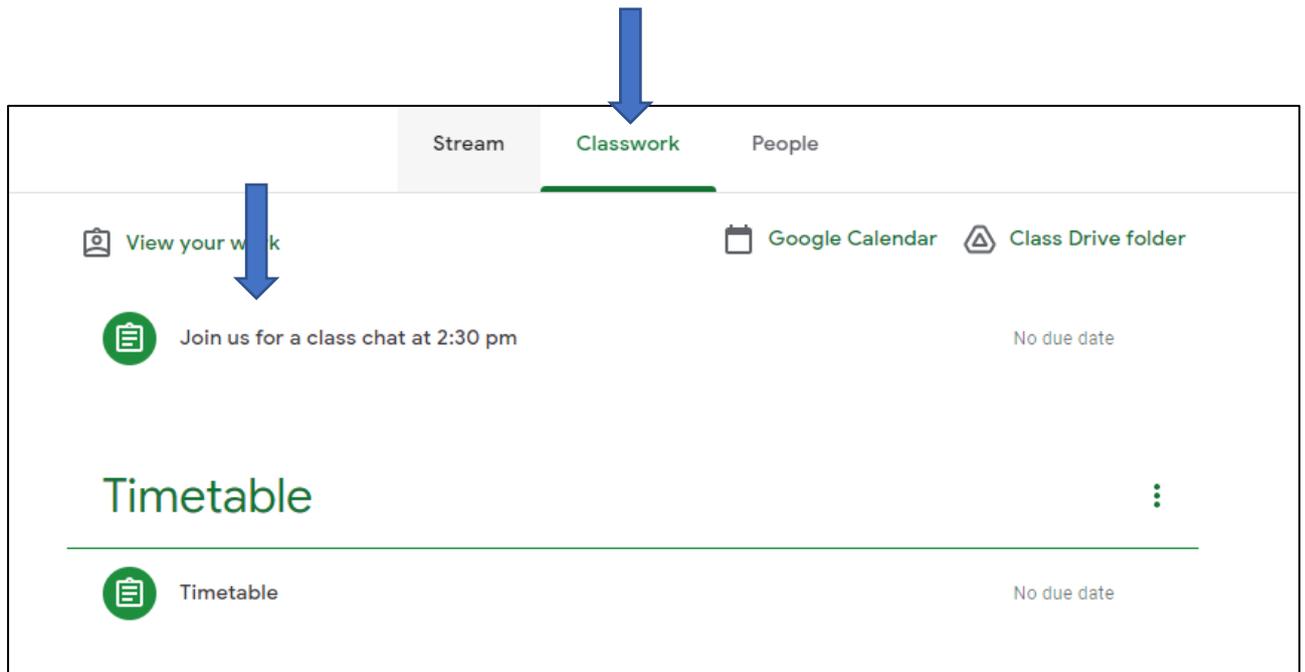


Monday 18<sup>th</sup> January

Dear parents and carers,

On Friday 22<sup>nd</sup> January, class teachers will be inviting pupils in small groups to a live session using Google Meet throughout the day. We hope that this will be a good opportunity for your child to see their friends and their class teacher and have some social time together. Please note, this will not be live teaching but will be an opportunity to have some fun and a bit of a catch up. Teachers will be leading these sessions and may ask pupils to come prepared with something to share, such as a joke or to be ready to talk about an activity that they have enjoyed. This will act as an ice breaker to ensure that pupils feel comfortable talking to each other in this different medium.

These live sessions will be accessed via Google Classrooms. Login into Google Classroom and select your year group class. Click onto the 'Classwork' tab at the top of the screen. Your class chat link will be at the top of the classwork page.





When you click on the class chat assignment, it will look something like the image below. Your child then needs to read through the information and see whether there is anything they need to prepare in advance. At the right time, they then need to click on the link in the assignment. This will take them to the class chat using Google Meet which is an aspect of Google Classrooms.

Click on the link at the time given to join the class chat using Google meet.

**Join us for a class chat at 2:30 pm**  
Rebecca Vousden • 6:10 PM

Click on the link below to join us for a chat using Google Meet. Please be ready to chat at 2:30pm on Friday 22nd January.

Please come ready to share the funniest joke that you could find (remember that this is school and it must be appropriate - would you be happy to tell it to Mr Bessant?!)

It might be a good idea to click on the link before the given time to check that it is taking you to Google meet and to check that your camera is working.

**Class video meeting**  
<https://meet.google.com/ovh-w...>

**Your work** Assigned  
+ Add or create  
Mark as done

**Private comments**  
Add private comment...

Class comments

Your child will need access to a device (laptop, iPad or similar, or phone) with a camera and a microphone. The link for your child's live session will be set on Thursday so that you are aware of the time well in advance. Your child will not be able to join the google meet session until the teacher has joined to ensure that pupils are not left to chat unsupervised. It might be a good idea to click on the link prior to the time given to ensure that your camera is working properly. Don't worry, no one else will be there and it won't let you join the meeting!

These sessions will be recorded by the teacher for safeguarding purposes. Pupils will not have the ability to record these sessions however if you would like us to review the session for any reason please call Mr Bessant or myself at school or email us via [mrjsclosure@millrythe-jun.hants.sch.uk](mailto:mrjsclosure@millrythe-jun.hants.sch.uk) – we will come back to you asap. Please be aware that teachers will not be able to invite your child to a different class chat session because numbers are being limited to a maximum of 8 pupils at a time.

This should be an exciting chance for everyone to see their friends however do bare in mind that this is new learning for everyone including our teachers! We hope that these sessions will run smoothly this week but it maybe that there are some learning points from this initial session for us to reflect on before the following Friday.



Mill Rythe  
JUNIOR SCHOOL

Please read the remote learning expectations below in advance of the class chat session and share with your child as appropriate. It is important that pupils know that the class chat sessions will have the same behaviour expectations as we have in school. These guidelines are in place to ensure that the live sessions are safe, fun for everyone and run as smoothly as possible.

Thank you in advance for your support. Please don't hesitate to contact us if you have any questions.

Kind Regards,

Becky Vousden



## Remote Learning Expectations – Safeguarding

**Procedure for staff, pupils, parents, carers and responsible adults to follow when participating in remote learning from home which is live. Whilst we are not planning on teaching lessons live, we would like to facilitate a virtual class break time for children who are always working from home. These will take place using google meet, within google classrooms. Teachers will be present and will lead a twenty minute session with approximately 8 children from their class at a time.**

This document establishes the expectations for participation in these live sessions between Mill Rythe Junior School and pupils learning from home.

The purpose of this policy is:

- To safeguard all parties involved (this is in addition to Mill Rythe Junior Schools safeguarding and child protection policy)
- To make clear the responsibilities of all parties involved in the live sessions;
- To ensure a high quality experience for pupils during any live sessions;

This policy applies to sessions where:

- There is live video interaction between pupils and teachers

### Conditions

A parent/carer or responsible adult should be within earshot of their child during the live sessions.

The responsible adult is not expected to take part or intervene in the live session unless there is a concern raised. Pupils will be told that if they have any concerns before, during, or after a session they should ask the parent/carer or responsible adult for help.

Concerns could include:

- Technical issues with the computer or internet connection – allow plenty of time to check that this is working ahead of the scheduled session.
- Not being comfortable with what is happening in a lesson.

### Professional behaviour and dress



As these sessions will take place in an informal home environment, it is important that both teachers and students follow the same behaviours as they would in a school environment. This will help minimise any safeguarding risks as follows:

- Appropriate dress (e.g. not wearing pyjamas). Both staff and students should wear clothing that would normally be worn in public.
- Demonstrating our school values.
- Not using other technology, e.g. mobile phones, during the sessions – be present and enjoy time with each other.

#### **Location of online lessons**

The location in which both pupils and teachers take part in the online lesson should be suitable. Pupils, their parents/carers/responsible adult and teachers should ensure that lessons take place:

- In an appropriate room (e.g. not in a bedroom).
- Within earshot of a parent/carer/responsible adult.
- In a space that is conducive to talking where the student will not be disturbed.
- In a space with no or limited external noise that may affect the session.
- In a space without direct sunlight behind the student as this makes it difficult for them to be seen.
- In a space that does not reveal any personal information and does not present a safeguarding risk.

Teachers will check with pupils at the start of the session if they feel comfortable in the environment and explain that they can leave the session at any time.



### **What should I do as a parent, carer or responsible adult if I have a concern following a live session?**

If you have any concerns about the nature of any live sessions, please contact David Bessant or Becky Vousden by calling school on 02392 463663. In their absence, please speak to Mrs Ginn.

### **Recording sessions or taking screenshots**

Teachers will record the live sessions in case a concern is raised so that Mr Bessant or Miss Vousden can review the session if required.

### **Behaviour during the live sessions**

I am sure that these are sessions that our children and staff will all look forward to. Whilst I am really pleased with the quality of our remote learning through google classrooms, it cannot replace interacting with staff and other children in school. I hope these sessions will be a small contribution towards replicating some of this lost interaction. Our children are beautifully behaved in school and we will expect the same standards from them when they are at home. If a pupil's behaviour is a distraction to others, they will be reminded of the expectations and if necessary asked to leave the live session. I am sure we will not have to do this.