



NORTHIAM C.E.PRIMARY SCHOOL

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Dear Parents/Carers

During this period of lockdown to ensure continued engagement with your child the class teachers will be organising class chats on the Google Classrooms learning platform. For this to take place safely there are guidelines that need to be adhered to, these are detailed below.

Guidelines for Parents for Online Meetings

It is important to keep our children safe online, including when attending online meetings or chats with their teacher. In order to do this we have created some online rules and guidance to be adhered to and will ensure that everyone is safe, happy and taking part in effective and high-quality learning environments.

- All online meetings must be accessed by a device in a communal family space.
- Where possible, sessions should be supervised by an adult.
- Children attending and any person who could be seen during the session should be dressed appropriately.
- The meeting ID is to remain confidential and not to be shared by anyone that it is not delegated to.
- Recording, photos or screenshots of the meeting are not allowed by participant.
- The meeting will be recorded by the hosting teacher and stored in line with the schools GDPR and ICT policy, please switch your child's camera off if you do not wish them to be recorded.
- The same behaviour expectations that are set in the classroom apply to the meeting and the teacher retains the right to terminate a pupils' participation.
- If you have any serious concerns regarding online sessions please contact the school office who will put you in touch with the relevant member of staff.
- Please read the 'Top Tips for Children when Participating Online' information below with you child prior to their first session.

Top Tips for Children when Participating Online

We know that you are brilliant learners with fabulous learning behaviours at school. Here are some top tips for you to 'let your light shine' during online check-ins. Be sure to read through these before you join your session to help you, your friends and your teachers make every session great!

Before you log on...

- Log on to your session in a communal family space.
- Have any equipment you may need ready .
- Wear mufti everyday – not pyjamas though!
- Make sure you are comfy, so you don't have to leave the screen and miss anything important.
- Have a drink with you just in case you get thirsty

When you are logged on...

- Mute your microphone when you are not talking
- Try to keep any distractions away for the lesson time- unless your teacher asks to meet your cat or family pet.
- Switch your camera on if your parents are happy for you to be seen in the recording of the session.
- Be present in the Google Chat room– do not record, take photos or screenshots of the meeting.
- Think before you write anything in the chat
- Remember that we have the same behaviour expectations that are set within a classroom.
- Try to enjoy your sessions – it is a very special time.

If you would like your child to participate in online class Google Chats please email the school office on receipt of this letter that you agree to the above conditions. Your child will not be able to participate until we have your agreement.

Kind regards



Julia Bray
Head Teacher