

Thursday, 3<sup>rd</sup> September 2020

Dear Parents and Carers,

You may already be aware that in the event of a local 'lock down' or where individuals, classes or the entire school are required to self-isolate, the school is required to provide remote learning.

In this event, the school will continue to use Microsoft Teams to share and receive work, videos and other resources needed to support learning at home.

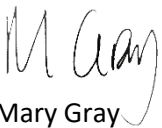
We are planning to provide more virtual lessons and 'live' teaching sessions that will be timetabled throughout the week to provide additional help and support.

In order to safeguard both the children and the staff it will be important to follow certain guidelines for these 'live' teaching sessions:

- There will always be at least two staff members in the meeting.
- You must have an adult physically present in the room with your child during the session.
- All participants, staff and children, should be appropriately dressed.
- All participants should be in an appropriate location when joining the meetings (i.e. not bedrooms or bathrooms!)
- Please ensure that your child does not join the meeting more than 5 minutes before the start time. This is to ensure that the teaching staff are present.
- All sessions may be recorded to allow viewing at a later date by children of that class only and allow senior leaders to monitor

Please could the slip below be signed, dated and returned to the school.

Kind regards,



Mary Gray

Head of School

In the event of my child(ren) needing to access remote learning, I acknowledge that:

- An adult will be physically present in the room with my child during the session.
- My child(ren) will be appropriately dressed.
- My child(ren) will be in an appropriate location when joining the meetings
- All sessions may be recorded to allow viewing at a later date by children of that class only, and allow senior leaders to monitor

Name(s) of child(ren): \_\_\_\_\_

Class(es): \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

