

13 January 2021

Dear Parents and Carers

Google Meetings for Children

We are really pleased with how well our pupils are adapting to home learning and it has been great to see all the fantastic work that's been done already. We are aware that it is not best practice to communicate with children under the age of 13 virtually, but in these extraordinary times, we think it would be of benefit for children to meet up with their class teacher or teaching assistant on occasions, in a safe and controlled way.

The sessions we will be providing are optional and not a vital part of your child's learning for the day. At Key Stage 2, the purpose will be as a catch up for the teacher and your child as well as an opportunity for your child to see other members of the class and discuss their work. Often these meetings will be for groups of children rather than the whole class and happen at lunchtime or in the afternoon.

We will continue with our short early morning meetings each day for children in Blue and Yellow classes, which are also optional and not vital to the days work. Within these fun sessions, we will be outlining the days activities, reading stories and encouraging children to keep going with their home learning.

We would like to meet with your child through Google Meet, which is a safely managed video-call program and part of Durley's Google Suite.

We have a few simple rules that we need everyone to adhere to for us all to keep safe. By joining the meeting, you will automatically be agreeing to the following rules:

- All children should be in their daytime clothes in a family room. No bedrooms and pyjamas! If a child is in pyjamas or not in a family room, we will ask the child to change and move rooms, and then they can re-enter the group. They will be removed from the meeting and should only re-join when this has been resolved.
- Meeting invites will only be sent to private groups of named individuals. Please do not share the link or your child's login details.
- Please DO NOT RECORD the session as we do not have GDPR permissions for this. We will not be recording the sessions either. We have disabled the Record Meeting function in Google Meet.
- Please be conscious of your background during the Google Meet – you may wish to blur or change backgrounds using the Google Meet tools before you join the meeting.
- Please stay muted unless asked otherwise. We know that the children will be excited and that many (but not all) will want a chance to speak, so we will be practising good turn-taking and showing the children how to unmute once asked to speak.

- The sessions are intended for children. If parents wish to contact the child's class teacher or the school, they should do so by phoning or emailing the school office rather than speaking to the teacher on the pupil's call.

Code of Conduct for Children and Parents

- An **adult must be present within earshot** in the room with the child at all times, but out of view where possible.
- Your child must always be in a **daytime family room** when participating in the session - not in a bedroom or visiting other rooms in the house with a mobile device.
- Your child must always be in **daytime clothes** (no pyjamas).
- You must always try to **join the meeting at the specified time**: this will be shared in as far as advance as possible.
- You may turn off video if you want and just access the session via audio. We will not be recording the session.
- Please **keep the microphone muted** when you join the Google Meet and during the meeting itself unless told otherwise.
- Any pupil behaving or speaking inappropriately will be removed from the meeting.

We are looking forward to our Google Meetings being available for all children from the week starting 18 January.

Please do not hesitate to contact me if you would like to discuss the Google meetings.

Kind regards

Kirstie Baines

Kirstie Baines
Headteacher