

MEREVALLEY FEDERATION

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Executive Headteacher: Mrs Soheila Mathison
Chair of Governing Board: Mr Nick Sharp

Friday 29th January 2021

Weekly Google Meet Sessions

Dear Parents and Carers,

Thank you for continuing to support your child with their home learning. It's fantastic to see so many of our children accessing the learning set on a daily basis and engaging with so many of the tasks.

This week the Government have informed us all that schools will not now be opening until at least 8th March 2021, which means that children that are learning from home will continue to do so for at least 2 further weeks after our half term break.

As a school, we are trying our best to offer a wide range of learning for your children whilst they are unable to come to school. To complement our current offer of the range of pre-recorded videos and learning activities on Google Classroom, **we will be hosting a weekly Google Meet Session for every class.** This will be led by your child's Class Teacher, and will last for approximately 30 minutes. It will be an opportunity for children to interact with their class and Teacher, and during the session the Teacher will lead a social activity with the class. All of our Teachers are currently working in school for part of their week and so the times for the Google Meet sessions with their class have been set up around this. We have set up 16 different times across the week so that any children with siblings will be accessing their session at different times. Please see below a timetable of when your child's session will be. This timetable will be the same each week. If we need to make changes for operational reasons, we will resend out this letter with new times. Those children currently in school as part of the Critical Worker and Vulnerable children groups will be supported by staff so that they can access the sessions whilst they are in school.

The sessions will begin from 9th February 2021.

	Tuesday	Wednesday	Thursday
9.30-10.00am	6AM	4BM	5RR
10.00-10.30am	5JP	3JT	4IA
10.30-11.00am	6LS	6KF	3CM
11.00-11.30am	6LT	3AR	5NB
11.30-12.00pm	3SD	4AV	4SM
12.00-12.30pm	5PH		

These are live sessions and therefore we need to set out some clear guidelines for everyone so that the sessions run smoothly.

Below you will see a set of expectations for Parents / Carers and some for children too. Please ensure that you have read and understood the terms of the sessions before you allow your child to attend. It's also really important that you take the time to go through the expectations with your child too so that they understand the guidelines for the session, and also how the sessions will operate.

PARENTS AND CARERS

Parents / Carers should ensure that they:

1. Understand that the sessions are for the children. Parents / carers are not permitted to comment in the session or be present on screen. Once your child is set up for their Google Meet, please allow them to attend the session by themselves.
2. Identify a suitable location for their child to use for live sessions, for example a living room or dining area. Bedrooms should not be used

3. Ensure that, as far as possible, distractions are removed, including pets and siblings, and there is minimal background noise
4. Understand that they are responsible for ensuring that the privacy of other family members is maintained during the live sessions
5. Make every effort to support live sessions by ensuring their child is suitably dressed, prepared and ready to engage in the session
6. Familiarise themselves with the expectations that Emerson Valley School has set for the children during these sessions, and ensure that their child understands and adheres to them (see below)

If you have any questions or concerns, please email: IT@emersonvalley.org.uk or give the school office a call and somebody will be able to help you.

CHILDREN

Emerson Valley School children need to:

Remember our school rules about behaviour. The same rules apply when they are meeting with their class via Google Meets. Please take turns listening and waiting for your turn to talk. Please respect the ideas and opinions of others just as you do at school. If you don't follow these rules, your Teacher might ask you to leave the session.

To join the session you will need to:

- When logged into Google Classroom, click on the meet link in the class banner at the top of the screen or on the camera on your class page if you are using a tablet
- Allow access to your camera and microphones
- Mute yourselves (by clicking on the microphone button) when you enter the Google Meet
- Make sure that your sound is turned up so that you can hear everybody clearly
- If you want to talk in the session, you need to click on the hand button and your teacher will ask you to unmute yourself. You can do this by clicking on the microphone button again
- If you need to leave the meeting, please let your teacher know.

OUR STAFF

As a school we will ensure that:

- There are always 2 members of staff present in each session. Children will only be allowed to enter the meeting when both members of staff are logged in
- The sessions start and end in a timely fashion
- If children are given warnings about their behaviour during the sessions and their behaviour does not improve, or the Teacher deems their behaviour to be inappropriate in the presence of the rest of the class, the Teacher will have the right to remove them from the meeting. Once they have been removed, they won't be able to re-join that meeting. Any concerns regarding children's behaviour during the session are followed up by with a phone call to the child's parent or carer by the Teacher or a member of Senior Leadership Team

We would really like all of the children to be present during the weekly Google Meet session, however we need parents or carers to give consent in order for their child to take part. Parents and Carers need to complete the form in the forms section of your parentmail account to give their consent. If you do not complete this consent form, even if your child attempts to enter the meeting, the Teacher will not admit them to the meeting and your child will therefore not be able to take part. Consent needs to be given by 9am on Thursday 4th February 2021 in order for your child to take part the following week. If you do not wish for your child to take part in the sessions then please also complete the form to let us know.

Yours sincerely

H White

Mrs H White
Head of School

