



27th January 2021

Dear Parents and Carers,

RE: Remote Learning – Live Lessons

I hope you and your family are keeping well during these difficult times.

In light of the new national lockdown, we are considering including some element of 'live' session within our remote learning offer. This will enable our staff to check-in with and maintain contact with those pupils who are not accessing face-to-face provision as well as enabling staff to deliver to those pupils some explicit teaching of new content and to address any whole class misconceptions that they identify during the marking of submitted work.

Live sessions are not without their challenges and to enable us to make an informed decision about incorporating an element of 'live session' within our remote learning offer we plan to run a trial.

Miss Howlett and Mrs Ruddy have kindly offered to host a live session with your child's class this week. We have trialled a session with our older children, but this session will enable us to establish how the sessions could work with younger children, make best use of time and ensure that we have sufficient technology to support this.

The live session will take place on **Thursday 28th January 2021 at 10.00am** and will last for approximately 15 to 20 minutes, but please log-on at 9.50am. We will not admit pupils until 10.00am. The session will run as a wellbeing check-in with the chance for the children to see and hear from their teacher, share some things they have been doing and even play some games!

Microsoft Teams

We have chosen to use the Microsoft Teams platform and the Student Guide will be added to the website and a link sent for you to read the information about how to access Microsoft Teams.

Your child's school "email address", username and password will be sent separately by text to you.

This email address has been enabled so that it can be used to log on to Microsoft Teams. This should only be used to access remote learning and is not for their personal use or for contacting school about any other issues.

You will not receive a link to the lesson, but when you log onto Teams using your chosen device the 'meeting request' should be visible once it has been set up.

Protocols for Live Lessons

We have also created a 'Home/School Agreement' and 'Pupil Expectations / Code of Conduct' to ensure that the expectations for learning and responsible online behaviour are clear a copy of which is below.

We would appreciate it if you would talk to your child about the expectations within the agreement so





that our live lessons run smoothly and safely.

If you have any queries regarding the agreement or code of conduct, please email info@holytrinityce.co.uk and title it Live Lesson Trial.

We hope you agree to your child participating in the upcoming live session. Thank you for your continued support and understanding.

Yours sincerely,

Kind regards

Gina Marsland

Head of School

Home/School Agreement – Live Lessons

In agreeing to participate in a live lesson, all participants understand and agree to the following:

To safeguard all participants, meetings will be recorded. Recordings will be retained in-line with the Abbey Multi Academy Trust retention schedule. Full details of how we use and protect this information and where the information may be found is within our privacy notices and remote learning addendum at <https://www.abbeymat.co.uk/privacy-notices>

If the teacher is holding the live lesson in their own home, they will use a space isolated from other people in their family.

Pupils should access the live lesson from a shared space in their house, rather than in the bedroom.

Pupils should dress appropriately for the live lesson, no pyjamas!

Pupils should speak respectfully to each other and allow each other time to talk or respond as appropriate

Parents or other household members who are in the same room as the child accessing the live lesson should be mindful that other children in the live class might see or hear them and anything in the



background.

The teacher will end the meeting after the allocated time has ended and will ensure all pupils have left before leaving the session.

Participants will not connect with each other on the remote platform, after the live lesson has finished

Pupil Expectations / Code of Conduct for Live Lessons

Pupils participating in live lessons should understand and agree to the following:

- I will only take part in 'live' lessons if an adult knows that I am doing it.
- I will not reveal my passwords to anyone.
- I will be responsible for my behaviour and actions when using technology (Microsoft Teams and other interactive applications), this includes the resources I access and the language I use.
- I will make sure that all my communication with pupils and school staff is responsible and sensible.
- I will not share resources or videos created by my teachers with anyone
- I will not record or take photos of my classmates or teachers during a live lesson.
- I will not share any school content on social media platforms
- If audio/video is used, I understand that this might be recorded by the teacher.
- I understand that these rules are designed to help keep me safe and that if they are not followed, school sanctions will be applied and my parent may be contacted.

When participating in an audio or video conference on Microsoft Teams, remember that this is an extension of the classroom and you should conduct yourself as you would when on your best behaviour in a classroom. This includes:

- Be on time for your lesson
- Be dressed appropriately for learning (e.g. no pyjamas)
- Remain attentive during sessions
- Interact patiently and respectfully with your teachers and peers
- Video conference from a room that is quiet, safe, public and free from distractions. Please avoid using a bedroom for video conferencing.
- You **MUST NOT** record each other's online interactions. If the lesson is to be recorded, this will be done by the teacher.
- Make sure you end the session as soon as the teacher indicates to do so and do not stay in the session after the teacher has left.