

Dear Parents and Carers,

As Mr Reilly mentioned in his previous newsletter we have started to develop our programme of live remote learning sessions across all year groups. I have written this letter to provide you with more detail around how to access the live sessions and the expectations within these sessions.

Many classes have trialled a live session throughout this week with a few classes scheduled to trial sessions at the beginning of next week. By Wednesday 3rd February all classes will be providing a live 30 minute session everyday.

It has been wonderful to see the faces and great big smiles of the children we have not seen in the building since Christmas. Mr Reilly and myself have enjoyed holding live assemblies with Years 5 and 6 so far this week and we're already planning the assemblies for our other year groups.

Each pupil (including Year R) has access to a Google Classroom which can be found by using their log in details provided to you previously. Please see the attached powerpoint if you or your child are still uncertain about how to log into their Google Classroom.

The timings for your child's live sessions will be detailed in the stream of their Google Classroom. Please note the timetabling of these sessions has been a significant task logistically, with many considerations including: timings to avoid clashes with other classes and siblings, the availability of staff who are also teaching 'critical worker' bubbles, the strength of internet signal in certain phases of the building and the availability of a teaching space and resources to use. We appreciate you will also have your own logistics around the use/sharing of devices, a quiet space for your child to use and clashes with working patterns. We still have a number of devices we can loan should you need one, please contact the school office if you require one, office@berrywoodprimary.co.uk

In the unlikely event that the scheduled timings for your child's live sessions will change you will be notified through their classroom stream, giving you as much notice as possible.

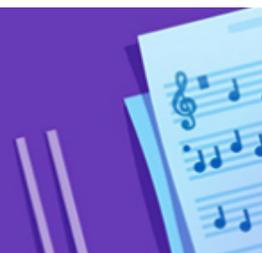
Joining a live session:

Within each classroom there is a link to a google meet (a video/conference call) at the top of the classroom stream.

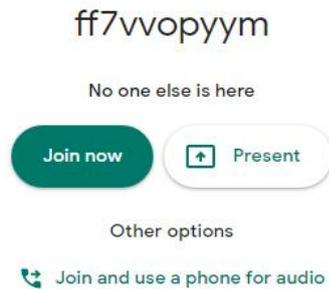
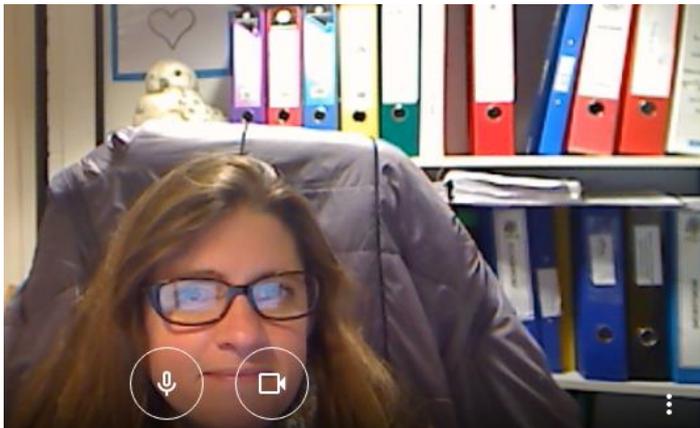
4HL/CR/4

Class code **tjwgkfj** 

Meet link <https://meet.google.com/lookup/ff7vvopyym> 



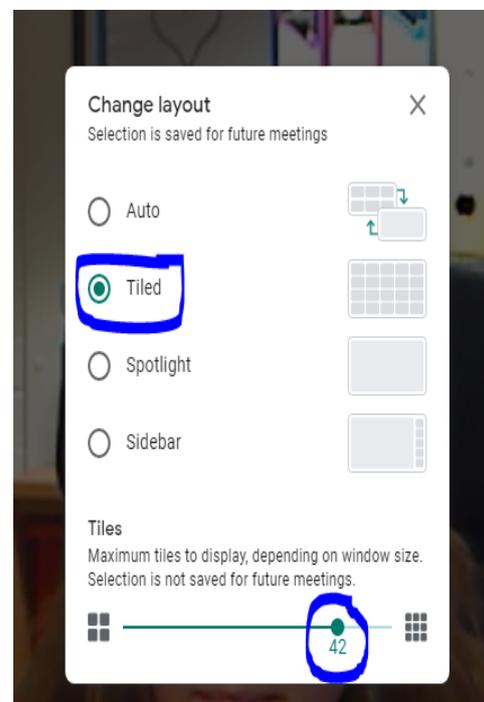
- Click on the meet link and the screen below will appear.

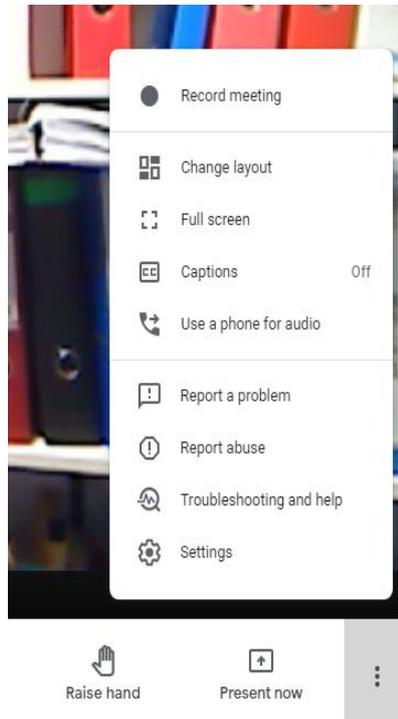


- Please ensure your child's camera is turned on but their microphone is off as they come in. If you have any concerns about your child's camera being on please let the class teacher know by sending a dojo message.
- Click on the join now button.
- At the bottom of the screen you will see a raise hand icon, the pupils can click on this to virtually put their hand up.

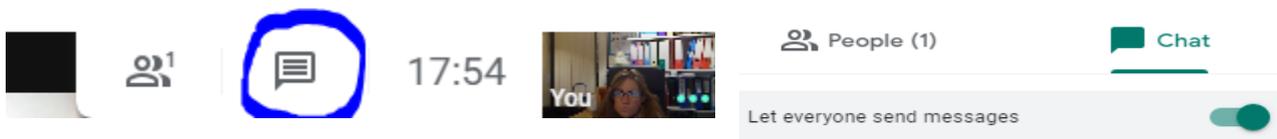


- Also at the bottom left of the screen you will see 3 dots, if you click on these you can change the layout of the screen so that your child can see all of their friends and teachers during a live session.





- At the top of the screen you will see the chat icon (speech bubble). If you click on this you can open the chat bar. This will only be used if an adult asks a direct question or a pupil does not have access to a microphone. For these reasons we request that children do not use the chat function to say hi to each other until allowed because it is easy to miss important requests for help or support.



You 17:58
Please only use the chat bar to ask your teacher a question.

You type in here and then press the arrow to send your message|



Expectations including safeguarding:

- The live sessions will be recorded by the staff member running the session to safeguard the pupils and the teaching staff. Unfortunately due to safeguarding and GDPR regulations we will not be able to send any recordings out to those unable to access a live session.
- In order to maintain high levels of safeguarding and appropriate respectful behaviour our expectation would be that all pupils attend the live session dressed appropriately (not in pyjamas please).
- Pupils will be expected to have their cameras on so that they can be seen by their class staff and their peers.
- Pupils' microphones need to remain off to enable others to hear just the speaker clearly, they will be asked to unmute themselves to answer questions and contribute to class discussions.
- Pupils are asked to raise their hand either virtually or in person (if their camera is working) should they want to contribute or ask a question.
- When the session has finished all pupils will be asked to leave before the staff member closes the session.
- The adult hosting the live session is able to mute pupils only a pupil can unmute themselves.

I have been extremely impressed with how well our staff team have adapted their teaching to this new format. As previously mentioned we have only had Google Classroom up and running since the end of December. The team will continue to grow in their skills and technical know how and I am looking forward to popping in to plenty of the live sessions to see how your children are responding to this new way of learning. You may have already seen me gate crash a class as I walk past a live session happening whilst I am in school, I can't resist waving and saying hello to all of the smiley faces looking into the screen!

Please contact your child's class teacher if there are any difficulties with accessing the live session. We will attempt to problem solve as we go along this remote learning journey.

I hope you are continuing to keep safe and healthy,

Yours faithfully

Lisa Ainsworth

Deputy Headteacher.