



28th January 2021

Dear Parents/Carers of Key Stage 2 children,

Google Meet - Live Check-In Sessions

We are hoping to start holding live sessions with your child, their class and teacher. We aim to begin these sessions after half term, as soon as we have received your consent (via Google Form).

In order to keep the children engaged in their learning and maintain a sense of normality, we aim to hold live "check-in" sessions twice a day for children, initially for KS2, through Google Classroom. These will be once in the morning and once in the afternoon, and will be short live sessions with the teacher over Google Meets.

The morning meeting will begin at 9.00am, and the afternoon session will be at 1.00pm. These sessions will be a great opportunity for the teacher to go through the plan for the day with the children and address any concerns that may have arisen from the previous day's learning. More importantly, it is a way for the children to see each other, and their class teacher, regularly, which can be vital for the children's well-being.

In order for these sessions to run smoothly, we ask that parents help their child to set up the meeting, 5 minutes BEFORE the time that the meeting is scheduled to start. If they arrive after the start time, unfortunately they may be unable to join the meeting.

If you have any issues or concerns about any work, please add the comment to the work on the Google Classroom. Add the comment to the specific piece of work, rather than on the Classroom Stream.

Joining the Meeting

The meeting will be set up as an assignment, in the same way as all other work is created. To join the Google Meeting, find the assignment on your child's Classroom Stream as usual. Open it, then click on the link to the meeting (the same way that you would access any assignment). Then click "Join Meeting". If the teacher is not yet on the meeting, you will need to wait to be admitted. If you have any problems accessing the meetings, please contact your class teacher in the usual way.





We will be adhering to the following procedures:

- All sessions will be recorded for the purpose of accountability and maintaining a safeguarding overview. Should any issues arise, the video can be reviewed. Teachers will initiate the session and start recording before children join the session.
- Sessions will all be hosted using an @ebor.academy email address.
- Sessions will always consist of 2 or more students.
- Children should be dressed appropriately (as they would be for school) any children who are deemed to be wearing inappropriate clothing will be removed from the session. The student may join the classroom again once the issues have been resolved.
- Recordings will be securely stored on a Google Drive accessible to the safeguarding personnel only. After 28 days, the recordings will be deleted.
- Members of staff will wear their ID badge at all times so they can be clearly identified.
- Two members of staff will be present at all times.
- All users must have an appropriate backdrop whilst online.

While we hope your child can engage in all of these check-in sessions we understand that the timings may not always fit in with your schedules for the day. If this is the case please allow your child to access the sessions as and when possible.

If you have any questions or would like any further information please contact Mrs Martin n.martin@ebor.academy or your child's teacher.

Kind regards,

Jo Sawyer
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