

18th January 2021

Dear Parents,

RE: Live lessons

As a school we are incredibly proud of how well our children have taken to the online learning. The children are accessing their work on Google Classroom and attending several live lessons throughout the day.

Live lessons are effective as they allow the teachers to deliver input to the pupils and provide immediate feedback and support when required. To improve the quality of the teaching sessions we please request that you follow the protocol set below. This will help all children hear and access the lessons and more importantly it will ensure that all safeguarding procedures are being followed.

Pupils

- Pupils must be dressed appropriately for the duration of the live lesson.
- Pupils must remain on mute until invited to speak.
- Pupils must use their full name when joining their live lesson.
- Pupils are expected to behave in the same manner as they would do in the classroom. Any disruptive/inappropriate behaviour will result in a removal from the live session and accounts may be temporarily suspended.
- Pupils should be ready and waiting at the starting time of the lesson
- Pupils are prohibited from recording or capturing / screen grabbing content from the video call.
- Pupils must remain in a public part of their house and parents/carers should be aware that the children are commencing an online lesson. They are not to work alone in their bedroom.
- Pupils should be respectful to others: in line with normal classroom practice We expect our pupils to be courteous, polite and respectful to the teacher and to other pupils.

Parents/Carers

- Do not display your personal mobile number if your child is using your mobile phone for zoom sessions.
- Parents/carers should ensure children are fully prepared for their live lesson by; plugging in the device, assembling necessary equipment (this may include headphones, paper and a pencil) and providing children with their log in information.
- Pupils should work in a peaceful / quiet space but must remain in a public part of the house Devices must not be taken into the bathroom: just as with regular school, pupils should go to the bathroom before class.
- Parents/carers should ensure that they and their child are appropriately dressed for sessions.
- Expectations for how your child should conduct themselves during a live lesson should be set: Face the screen; mute when not speaking; raise hand to contribute; unmute when ready or requested to talk; turn off the camera if you need to blow your nose; etc.

- Parents/carers should ensure that their child behaves appropriately in the same way as if they were in school. Any student behaving inappropriately, may have their school account temporarily suspended.
- Parents/carers must ensure other family members are out of camera shot.
- Lesson will be pitched appropriately for children to access independently. Therefore, no live lessons will require any contributions / support from parents/carers.
- Under no circumstances should a parent/carers comment during live sessions contact the or speak to the teacher. If you need to speak to a teacher, you should do so by emailing the appropriate email address below:

nursery@st-josephs-inf.croydon.sch.uk

year3@st-josephs-jun.croydon.sch.uk

receptionclass@st-josephs-inf.croydon.sch.uk

year4@st-josephs-jun.croydon.sch.uk

year1@st-josephs-inf.croydon.sch.uk

year5@st-josephs-jun.croydon.sch.uk

year2@st-josephs-inf.croydon.sch.uk

year6@st-josephs-jun.croydon.sch.uk

If you require any further information about the information within this letter, please email me deputyhead@st-josephs-jun.croydon.sch.uk.

Kind regards,



Mrs VL Gallagher



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Juniors

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