Grantham Villages' CE Primary Schools Federation

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Headteacher: Mrs M Waddell BA (Hons) NPQH

Tuesday, 5th January 2021

Dear Parents and Carers,

During the lockdown period school will continue to use Google Classroom as our remote learning platform. Children in EYFS will also continue to use Tapestry to communicate with teaching staff.

Last term, each child had been given their own personal Google Classroom login which should be in their reading diary. **Please contact the school office if you need details of your child's login.**

If you are using Google Classroom on your phone, you will need to download the Google Meet app to run alongside. You will need to log in using your child's Google Classroom credentials.

The following guidelines are very important and must be abided by at all times.

As a parent, you will:

- Give consent for your child(ren) to participate in the Google Meet session.
- Be visible at the start of the call and in the SAME room throughout the call, acting as 'observers' and 'monitors' of the Google Meet session – this is incredibly important to safeguard your child and others. There should only be the child(ren) and at least one parent in the room – NO ONE ELSE.
- Ensure no home-based recordings are made of the session.
- Please help if there are technical difficulties!
- Ensure that your child(ren) is/are dressed properly, are in a place in the house that is quiet (preferably not in a bedroom) and appropriate and that there is a neutral background (or the camera is off if you wish).
- Share the Google Meet Rules for pupils and make sure your child understands and follows them.

As a pupil, you will (see poster to share these with your child (ren)):

- Be on time.
- Find a quiet space where you can concentrate and pay attention, with at least one of your parents in the room or making sure no one else is in the room with you.
- Mute the microphone as soon as you join the meeting – you will be allowed to talk when your teacher tells you!
- If the camera is on, make sure you are wearing appropriate clothes – no pyjamas!
- If the camera is on, your background is plain.
- Only use Chat to ask questions, respond to questions and not to have a chat or personal conversations with your friends.
- Use your school Google account to join the meeting.
- Not swear or use horrible words. We will be kind at all times.
- Follow all these rules or you will be removed from the session.

Kindest Regards

Michelle Waddell
Headteacher

	Be safe.	Use your school Google account to join the meeting.
	Where?	Find a quiet space where you can concentrate and pay attention, with at least one of your parents in the room. No one else is in the room with you.
	Camera on or off?	If the camera is on, your background is plain.
	What to wear?	If the camera is on, make sure you are wearing appropriate clothes – no pyjamas!
	Be on time.	
	Mute yourself.	Mute the microphone as soon as you join the meeting – you will be allowed to talk when your teacher tells you!
	Be kind.	Not swear or use horrible words. We will be kind at all times.
	Chat!	Only use Chat to ask questions, respond to questions and not to have a chat or personal conversations with your friends.
	STOP!	follow all these rules or you will be removed from the session.