

13<sup>th</sup> May 2020

Dear Parents and Carers,

Please find below a whole school timetable for class Zoom meetings that the teachers have kindly put together. The intention is that now we are in more of a routine, the slots for Zoom meetings will stay consistent week to week, whilst ensuring that no two classes are trying to call at the same allotted time. We hope that this will help families with planning their week. Teachers will also endeavour to send out reminders via Seesaw or email a day or two before the call to confirm it is going ahead.

However, please note that as and when teachers are required to work within school, it may mean that they need to change their scheduled time for certain weeks. They will let their classes know either via email, Seesaw or both. We hope you understand that this may sometimes be unavoidable.

If you have any questions about Zoom, please do not hesitate to contact me using the address, [cedarclass@rackham.cambs.sch.uk](mailto:cedarclass@rackham.cambs.sch.uk).

Best wishes,

Mrs Ward

	Monday	Tuesday	Wednesday	Thursday	Friday
Ash				1.30pm	
Rowan			2.15pm		
Larch					1pm
Beech			11.00am		
Chestnut					12 noon
Elm				12 noon	
Hazel		10.00am			
Sycamore				9.30am	
Cedar					10:30am
Oak				10.30am	
Willow					2pm

Please note that this is subject to change should teachers be required to be in school during their allotted time. In the event that a teacher needs to change their slot, they will either email the class or send an announcement on Seesaw (or both!).