



Sitwell Infant School

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11th February 2021

Dear Parents & Carers,

Once our new Google Classroom platform goes live, we will make the move over to Google Meet for our weekly catch up sessions with the children. As with our previous Zoom sessions, every week, an invitation will be sent to your email address, specifying a date and time. We will also add a link to the meeting with the date and time onto the Class Stream on their Google Classroom page. You will just need to click on the link to join the meeting at the time arranged.

These catch-ups are a great way for both staff and children to see some familiar faces and maintain a sense of community whilst schools remain closed to the majority of children. Staff have said how great it has been to see so many friendly faces on the Zoom meetings; we hope to see even more through Google Meet in the coming weeks. The sessions are used to promote speaking and listening and the children may be asked to share their learning with their friends during the catch-up.

So that the weekly catch-ups remain a safe space for all, please see below for a few dos and don'ts which that we expect all our parents and children to follow. Please read this information carefully and share it with your child:

1. An adult must be present in the room supervising during the session (the adult is not required to be on camera but may be asked to support their child to mute/unmute etc).
2. Only children belonging to each class will be permitted to attend the catch-up; attendance will be checked every session by the class teacher.
3. The link to the session should not be shared with anyone (for the reason above).
4. During the session, do not screenshot or record the screen.
5. At the end of the session, leave when instructed to by the class teacher (the class teacher will be the last one to leave the session).

We take the safeguarding of our children and families seriously, and we would take any breach of points 3 and 4 extremely seriously. In the event of a breach, we will suspend all future Google Meet sessions for your child's class and contact you immediately, the outcome of which could result in your child being unable to participate in any future catch-ups. Please note that we do not expect parents to ask questions or speak to each other during the virtual catch-ups. If you have a question to raise, please email this to your child's class teacher. Thank you for working with us to ensure that all future virtual catch-ups run safely and smoothly.

Yours sincerely,

Mrs K Peart
Headteacher



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