



Llangewydd Junior School

Headteacher: Mr N Clode; Deputy Headteacher: Mrs L Evans; Assistant Headteacher: Mr D Evans;
ALNCo. : Mrs T Porter; Other senior leadership team members: Mrs J Davies & Mrs W Mitchell

February 5th, 2021

Annwyl Rieni/Gwarchodwyr,
Dear Parents/Carers

Rainbow and Sunshine pupils only

From next week, in addition to the Google Classroom work uploaded on Mondays, Wednesdays and Fridays, we will also be undertaking a live (synchronous) session with pupils in the Base. The intention is to give pupils an opportunity to take part in a more interactive social experience. It is vital that all parents and pupils understand that the online experience does not emulate or replace the sophisticated teaching and learning in the classroom. **The overall aim is to enable pupils to remain in contact with their friends and staff.** The platform that will be used is **Google Meet** (we felt that as Google Classroom is the main teaching vehicle, it would be sensible to remain within this same platform). The session will be 20 minutes in duration each and held as follows: Group 1- 9.30am; Group 2- 10.15am; Group 3- 11.15am; Group 4- 1.30pm; Group 5- 2.15pm

Confirmation of the arrangements for each session and which group your child will be in, will be posted on Google Classroom by either myself or Miss Lewis; it is at this point the teacher will also indicate whether it will be necessary to have resources to hand for the session. There will also be a phone call at the beginning of the week to make sure that you can access Google Classroom.

Safeguarding Principles

- Safeguarding and welfare of pupils is paramount and takes precedence over all other principles. At all times, staff will continue to follow the school's safeguarding policies.
- All issues relating to online safeguarding will be dealt with in the same way as face to face teaching.
- All staff will report incidents in accordance with 'Keeping Learners Safe' guidance and will report children at risk under section 130 of the Social Services and Wellbeing (Wales) Act 2014.
- Teachers will only engage in live streaming when there are 2 or more pupils present. In a situation where a teacher is in dialogue with only one pupil the teacher will end the session.
- It is considered best practice that every session will be recorded in its entirety and saved. This is undertaken solely for safeguarding purposes and will not be used for pupil evaluation purposes.
- In addition to the class teacher, we will make every effort to ensure that there is also another member of staff partaking in the session.
- We are not expecting that parents complete a consent form to enable their child to take part in these sessions as parents have already previously completed Hwb consent forms, therefore it will be implied that if pupils attend sessions offered that consent for them to attend has been given.
- Pupils/parents must not make any recordings, including capturing images or taking screenshots of the class, or the teacher, or any part of the session, using any device.
- No images of the lesson are to be shared with any other person or organisation. This would be considered a serious breach of the school's Behaviour Policy.



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Expectations of Pupils

- 'Classroom standard' of behaviour is expected from all participants.
- Prepare for the session in plenty of time and have an appropriate working area. Make sure you have the right equipment and resources ready for the lesson (if necessary).
- Choose an appropriate quiet workspace (ideally a separate room) where other family members will not be walking around and disturbing you and explain to your family you are starting a lesson.
- Minimise distractions. Turn off music, TV, phone, games console in the background and avoid any contact with anyone not involved in the lesson.
- Expectations of behaviour are the same as when you are in a lesson in a school classroom. Any disruptive behaviour will be dealt with in accordance with the school's Behaviour Policy.
- Dress appropriately for the lesson and treat it like you would a non-uniform day in school. **Children must not wear pyjamas or nightwear.**
- Avoid using bedrooms and ensure that no personal information is visible on screen.
- Parents can support their child (ren) with the technology at the start of the session but **must not engage with, view or play any part in the online lesson.**
- Join each session with the **camera on and microphone off**. Where possible, try to change or blur your background setting so that it is suitable for a lesson.
- Children must follow the rules explained by the teacher at the introduction of the lesson/session, e.g. who can speak, how to ask a question or ask for help.
- If this is the first time that lessons/sessions are delivered online, it may take some time to become familiar with the new environment. Using the chat function will allow help structure engagement.
- Pupils who are currently attending school will be offered the live sessions.

In the session, it is envisaged that teachers may:

- *check-in on pupils and focus on their well-being as a priority e.g. through PSHE activities.*
- *undertake short, sharp segments as appropriate e.g. word games, Storytime*
- *give reminders about keeping up to date with GC, reading regularly at home, completing their Big Maths tests, sustaining interventions such as Lexia and Reading Eggs.*

Kind regards,

Neil Clode



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