

Keyworth Primary School

Part of the Bessemer and Keyworth Federation

www.keyworth.southwark.sch.uk

Address: Faunce Street, London, SE17 3TR

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E-Mail: office@keyworth.southwark.sch.uk

Executive Headteacher: Sarah Beard

Head of School: Ray Capper

Thursday 14th January 2021

Google Meet

Dear Parents and Carers,

As you know, we are now introducing live lessons for children in Reception to Year 6, as well as live small group meetings each week.

Last week, we used Google Meet as a platform and will continue to do so on Friday for our live teacher meetings and going forward for our live lessons.

Thank you for your patience with some of the technical issues experienced last week. We believe that we have now rectified the difficulties that some parents were experiencing.

Joining a classroom

On your child's year group page, there will be details in the class stream of how you can enter into your live session. This will mean typing into meet.google.com a class nickname. The class teacher will explain what to do. There will also be a video on each page to support parents with this.

Live Learning Agreement

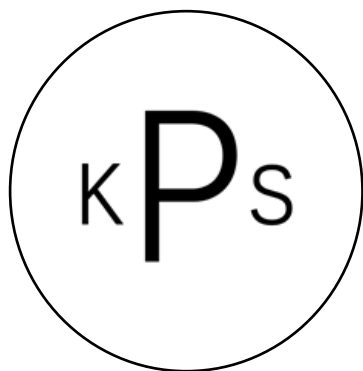
It is important that you read these protocols thoroughly and share the pupil rules with your child/ren. The rules below will need to be followed; they are aimed at safeguarding everybody during the sessions and we take our safeguarding responsibilities seriously. If you allow your child to join the Google Meet session, you are giving consent and are taking responsibility for ensuring the rules are followed.

If you do not give permission for your child to attend these live sessions, please email the school office. Otherwise, we will assume that all children have permission to attend their live lessons. Please note these sessions will not be recorded.

If the teachers leading the session think the session is not safe for pupils, it will be stopped immediately. Children who do not follow the rules will first be asked to do so, but then may be removed from the lesson.

All children attending the live sessions must follow the rules set out below.

- All children must be fully and appropriately dressed
- There is no eating during lessons
- Televisions should be turned off
- Children should be sitting up and focusing on the lesson
- Children should mute their microphones until asked to unmute
- Children must behave as they would in school and must not distract others from the lesson
- Children should use appropriate language
- Children should avoid changing settings such as backgrounds more than once during the lesson
- Children should watch the whole lesson and complete the set work afterwards



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- Children must leave the lesson at the end, when asked to by their teacher
 - No home-based recordings or screen shots are to be made of the sessions
 - Children are permitted to use the chat function to ask questions and to respond to questions only.

It is helpful with younger children that parents support their child to access the lesson, although we know that it may not always be possible due to work and other commitments. Please ensure that family members know that your child is in a live meeting and that anyone in the room is also fully dressed and behaves appropriately. Please do your best to ensure your child has a reasonably quiet place to access the lesson and that siblings do not create a distraction.

Before each lesson, any required resources, e.g. paper and pencil, will be listed on Google Classroom. Please check this in advance so that your child is ready to start the lesson on time.

Each class will deliver their live lessons at the same time every day, unless they inform you otherwise. The lesson times are as follows:

Reception	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
RCC Chloe 9.30	1CT Claire 10.30	2PH Phoebe 11.00	3JG Jason 12.00	4MV Melissa 1.00	5CS Carolina 2.00	6MK Miri 3.00
RSP Shan 10.00		2TA Theresa 11.30	3BH Beth 12.30	4JA Jo 1.30	5JB Josh 2.30	6JA Javi 3.30

Google Meet is very new to us and we have all been working really hard this week to make it work for our lessons, however I'm sure that there will be some teething problems at the beginning. Please be patient with us as we try to sort them out!

Kind Regards,

Miss Jaime Long

Deputy Head Teacher