



Dear Families

As you may be aware, incidences of children or staff, testing positive for Covid 19 has resulted in schools having to close down bubbles on the advice of Public Health England and the DFE.

If we have to close a bubble, it will mean children in that bubble can not attend school for 14 days (This includes weekends so will be 10 school days).

In the event of this happening at Sandy Lane Primary School, I am writing to inform you what we have put in place for Home Learning during this period of Isolation.

One of the ways in which we would like to do this is by using a website called Zoom to provide live Video call lessons, throughout the day, from your Child's class teacher using Oak National Academy Online School resources.

Instructions on how to download Zoom and how to access the daily lessons can be found at the end of this letter.

This will enable our Teachers to have direct daily contact with the children in their class, Monday to Friday.

### **The structure of each day will be:**

These sessions will run Monday to Thursday and in the morning on a Friday.

We want all children who are isolating in the bubble but not ill to take part in these sessions.

#### **Timetable**

<b>Time</b>	<b>Lesson</b>
9.30 am – 10.00 am	<b>English</b>
10.00 am – 11.00	Time to complete work independently and break
11.00 am – 11.30 am	<b>Maths</b>
11.30 am – 1.30 am	Time to complete work independently and lunch
1.30 pm – 2.00 pm	<b>Creative Curriculum</b>
2.00 pm – 3.00 pm	Time to complete work independently and end of school day

Registration for remote learning will take place and be recorded on your child's attendance.

**Pupils partaking in a Zoom session MUST have parental consent. There is a form on this Ping message to agree to consent, that your child will adhere to the Code of Conduct and that the sessions are being recorded.**

If you have any questions regarding procedures for a 'Bubble Isolation' please do not hesitate to contact me.

## **Zoom Guidance and Information**

You can join securely from the Zoom website or app for free. You don't need to create your own account in order to do so. Search for the Zoom website on google or the App in App store and follow the instructions.

Each teacher will post the details of their weekly meetings on Ping. If you don't have access to Ping, we can send you these details via e-mail, if requested. The information posted will include the meeting ID (a 13-digit number), and a password that has been chosen by your child's teacher. **Please do not share this with anyone outside of the class bubble.**

There is a regular timetable of meetings as indicated in the letter– your child's teacher will set up a meeting at the same time, on the same day, Monday to Friday.

We will never ask to 'video meet' with you or your child outside our school hours, which are currently 8:45am - 3:00pm Monday to Thursday and 8:45am -1:00pm Friday.

## **Getting Started**

To join a meeting, just go to the Zoom website or app and click 'Join a Meeting'. You will be prompted to enter the meeting ID and password.

Please use your child's first name and last initial when you join the meeting, as opposed to your own name or any nicknames – the host teacher will need to admit children into the meeting from a virtual waiting room.

This becomes more difficult if the name of the person waiting is not recognised by the teacher. When the teacher is ready, they will admit your child into the meeting. The children will be on mute when they join the meeting and the teacher will unmute them.

During the meeting, **please make sure the computer is in a suitable place (not in a bedroom or bathroom) and the background is as clear as possible, showing just the wall perhaps.** For everyone's safety and security, we will record our meetings. The recordings will either be kept on our school server or on teachers' password protected laptops at home. No-one will be permitted to view the recordings without good reason and only with permission from the Head of School or member of the senior leadership team. The recordings will be deleted after one week.

The procedures described above will ensure the safety and security of your child during our online meetings. There should be no inappropriate content during any of our online video

meetings. Please contact the school if you are concerned about any of the content of the video call.

## Code of Conduct for Children

It is important that children remember our school RESPECT principals:

In doing so we expect:

- Children should also be fully dressed (not in Pyjamas, for example)
- Expected classroom behavior must take place (put your hand up to answer questions/no shouting out)
- Don't change your background once the meeting has started
- Do behave respectfully at all times
- Do behave kindly at all times
- Do participate fully in all activities
- Do join in with discussions
- Do enjoy spending some virtual time with your teachers and classmates

Kind regards



Mrs F Newsome

Head of School

