

Thursday 5th November, 2020

Dear Parent(s)/Carer(s),

RE: On-line group Sessions.

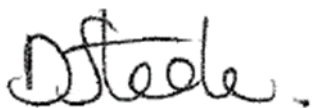
I trust this finds you keeping well and managing to find a new 'normal' in the current situation. I am writing to inform you of an exciting new initiative to support your child/ren in the event that they have to spend time at home over the coming weeks. If your child is advised to isolate at home due to coronavirus, we will be able to accommodate on-line group sessions with your child's class teacher.

To access on-line group sessions, you will need to download MS Teams; should you require any support with this prior to the sessions starting, please email office24@st-philipneri.notts.sch.uk. Once we have received consent from you, we will be in a position to implement the remote sessions via this platform, which is safe for both students and teachers, should the need arise.

In order to provide your child/ren with on-line group sessions, we will need your permission. With the aim of children to accessing online learning as soon as it is required, please complete the '**Consent Form**' and email this back to: office24@st-philipneri.notts.sch.uk. Alternatively, you can provide written consent via email or Class Dojo. So that we are in a position to begin online lessons as soon as required, please reply **by Friday 13th November**.

We look forward to hearing from you.

Kind regards,



Mr D. Steele
Headteacher



Protocol for on-line remote lessons/discussion groups between Teachers and Parent(s)/Carer(s) and Protocol for on-line remote lessons/discussion groups between Teachers and Parent(s)/Carer(s) and Student;

Terms and Conditions:

Students will:

1. Be appropriately clothed – not in nightwear etc.
2. Be in a communal area of the house, e.g. lounge, dining room, kitchen.
3. Have appropriate equipment required.
4. Join 1 minute before the start time – the Teacher will admit the student as soon as they are ready.
5. Not take any photographs of other children on the screen during the live session.
(If the teacher has any concerns that any of the above are not in place, they will end the session with immediate effect)

Parent(s)/Carer(s) will:

1. Receive a letter/email asking for their consent to allow their child/ren to take part in the on-line group session.
2. Be asked to read a copy of Our lady of Lourdes safeguarding policy, this can be found at; <https://www.ololcatholicmat.co.uk/documents/policies/>. Each school has their own Safeguarding policy which can be found on their individual websites. There is an 'Addendum' to the Safeguarding policy in place for the current school closure and this can also be found on the above website.
3. Contact the Head Teacher and schools senior Designated Safeguarding Lead (DSL) within 28 days of the lesson taking place if they have any concerns about the lesson or M. Dales (Trust Safeguarding Lead) m.dales@ololcatholicmat.co.uk
4. Ensure that they are present during any on-line remote session for all Primary age pupils.
5. Ensure that consent has been given in writing where no parent(s)/carer(s) will be present for on-line remote group sessions; **this is for any pupils under the age of 18 and who attend Secondary school.**
6. Be responsible for the behaviour of their child during the on-line remote session.
7. Not make any negative comments on group 'chats' or other social media platforms. Any concerns should be raised separately with their child's headteacher.
8. Not take photographs of other children on the screen during the live session.

Staff will:

1. Provide an outline of the session content to parent(s)/carer(s) before the session takes place.
2. Book the sessions in advance with parents and create the meeting on MS Teams.
3. Explain to parents that any safeguarding issues arising during the session will be shared with the schools DSL and Headteacher; teachers reserve the right to terminate the remote group sessions for safeguarding or behaviour concerns.
4. Be appropriately clothed for the lesson.
5. Be in a communal area e.g. lounge, dining room, kitchen.
6. Have any equipment required for the session ready.
7. Use appropriate professional language throughout the session.

The On-Line Session:

8. Staff will initially mute all - staff can use this to temporarily mute people at any time during the session. Staff can also remove people from the meeting from view if needed.
9. Join the lesson 5 minutes before it is due to start to ensure that the safeguarding settings are in place:
 - Record is on.
10. The staff member will set the lesson to 'record' and block 'inbound video'.
11. When the students join, the 2 people symbol will be displayed on the toolbar, the staff member will then admit each student to the on-line group session.
12. At this point, the staff member will ask for verbal confirmation that the students are ready for the on-line group session and have met the expectations; verbal confirmation from an adult is **essential** for Primary school students.
13. Once confirmation has been received, the staff member will allow incoming video and start the lesson. If at any point during the lesson the staff member feels uncomfortable, they will disable the video and potentially abandon the lesson; any concerns will be reported to the Head teacher.
14. At the end of the meeting, the member of staff will remove all people from the meeting.

Please reply via email that you give consent for your child to take part in the remote group session and that you agree with the above terms and conditions:

office24@st-philipneri.notts.sch.uk

Or return the consent form on the following page

Consent Form for Remote Group Session.

By signing and returning this consent form, I give permission for my child/ren to take part in online group sessions with the class teacher/s.

Name of student(s) _____

Year Group _____

Ithe parent(s)/carer(s) of the above student agree to the terms and conditions in the On-Line Remote Sessions Protocol.

If I have concerns with any aspect of the on-line session, I will contact the Head Teacher within 28 days of the lesson taking place: Head Teacher or (Trust Safeguarding Lead)
m.dales@ololcatholicmat.co.uk

Please note: Our Lady of Lourdes standard GDPR policy applies, and as the Data Controller, we will ensure the information provided will be processed, managed and safeguarded in accordance with GDPR requirements.

Signed (Parent(s)/Carer(s)).....Dated.....

Please return this contract to office24@st-philipneri.notts.sch.uk by Friday 13th September.