



RICHARD WAKEFIELD C.E. PRIMARY ACADEMY

PRINCIPAL
Mr S Webster

Tel: (01283) 247535
Email: office.richardwakefield@deferrerstrust.com
Website: www.richardwakefieldschool.com

Burton Street
Tutbury
Burton upon Trent
DE13 9NR

17th June 2020

Dear Parent or Carer

RE: On-line group session.

Following our letter on the 12th June, we have been exploring the possible ways in which we can reach out to the children who are unable to return to school yet. We are very aware that many of the children have been unable to see or speak to their friends; this would be of great benefit to the children's well-being and maybe even the parents. We are pleased to be in the position to offer an on-line group session to the children in Years 2, 3, 4 and 5.

To access on-line group sessions, you will need to download Zoom; should you require any support with this prior to the sessions starting, please email curriculumsupport.richardwakefield@deferrerstrust.com. Once we have received consent from you, we will be in a position to implement the remote sessions via this platform. To ensure the highest levels of safety are applied we will only be sending the meeting ID and password to the families who have granted consent. These details must not, under any circumstances, be passed onto anyone else. If you lose the details then please ask us to resend them rather than asking other parents. Once the meeting has started it will be locked after 3 minutes (to allow everyone in) to ensure that we follow our safeguarding procedures.

We will be running the first of these sessions in the week beginning 22nd June. Further details about the timings for each group will follow; you will receive a text message from school to confirm the date and time for your child's class. If your child is currently attending school as part of our key worker groups we will be including them in the online sessions in school. They will be provided with a school laptop and will join the zoom session under supervision of a member of staff. If you have a pair of headphones that your child can bring into school to use then that would be helpful.

In order to provide your child/ren with on-line group sessions, we will need your permission. Should you wish to take up this offer I would be grateful if you would complete the '**Consent Form**' via the Google form link that has been sent to you. Please complete the form by **Friday 19th June**

We look forward to hearing from you.

Yours sincerely

S Webster

Mr S Webster
Principal



The de Ferrers Trust

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.

(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 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 Covid19 closure and safeguarding policy; this can be found at: <http://www.richardwakefieldschool.com/attachments/download.asp?file=436&type=pdf>
This safeguarding policy is in place for the current school closure.
3. Complete the online permission form via Google forms
4. Receive details for the session that they will not share with anyone else.
5. Ensure that they join the meeting promptly (the meeting will be locked for additional security within 3 minutes of the start time)
6. Ensure that they are present during any on-line remote session and that they conduct themselves appropriately since they may be heard off-screen, this includes being dressed appropriately.
7. Be responsible for the behaviour of their child during the on-line remote session.
8. Be aware that their home will be on show; parents may wish to remove photographs etc that they do not wish to be seen by others.
9. Not make any negative comments on group 'chats' or other social media platforms. Any concerns should be raised separately with your child's Principal.
10. Contact the Mr S. Webster the senior Designated Safeguarding Lead (DSL) or Mrs J. Lowe the Deputy Designated Safeguarding Lead (DDSL) within 28 days of the lesson taking place if they have any concerns about the lesson.

Staff will:

1. Provide a brief outline of the session content on the year group home learning page before the session takes place.
2. Provide the meeting ID and secure password via text message to the 'first person contact' in our records.
3. Explain to parents that any safeguarding issues arising during the session will be shared with the Principal; 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 room within the school building or appropriate for the session if working from home.
6. Have any equipment required for the session ready.
7. Use appropriate professional language throughout the session.



The de Ferrers Trust

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:
 - Only grant access to children for whom we have received consent
 - Record is on.
10. The staff member will set the lesson to 'record' and block 'inbound video'.
11. 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/visual confirmation will be requested from the adult who is supervising at home.
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 Principal.
14. At the end of the meeting, the member of staff will remove all people from the meeting.

Please reply via the Google Form 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.

**The link will be text to parents.
You are not permitted to share this link with anyone else.**



The de Ferrers Trust