



# Westlands Primary School

*A member of Swale Academies Trust*



Head of School: Mrs V Pettett  
Deputy Headteacher: Mrs M Gibbs

Homewood Avenue  
Sittingbourne  
Kent ME10 1XN

e-mail: [wpsoffice@swale.at](mailto:wpsoffice@swale.at)

Tel: 01795 470862

VTP/ELB/KS2 Live Sessions Trial

27<sup>th</sup> January 2021

Dear KS2 Parents and Carers

## Invitation to Trial Live Sessions

With a further period of most pupils accessing learning at home, we are acutely aware that learning is more difficult without the interactions and relationships in a classroom. To improve children's learning experience, we would like to trial the use of live elements, using Google Classroom, to complement the school's remote learning provision.

These are now being trialled in some primary/secondary schools and are aimed at easing the pressure for parents trying to support their children with home-schooling and increasing motivation for pupils. Also, it enables teachers to do what they love doing best - teaching!

We are looking to trial using some 'Question and Answer' sessions for children. The 'Question and Answer' sessions will be an opportunity for children (or parents) to ask a teacher in their phase a question about their learning - for example, this could be to ask for help with a maths problem or seek guidance on how to develop their writing.

Live sessions will be carefully timetabled so that there is no overlap between different year groups.

We would welcome feedback from you and your child about their experience of this trial.

More information will be coming out to each year group regarding when these sessions will be and how they should be used - we are hoping to start later this week. Children who are currently in school will also access these sessions. **It is important that parents and children read and agree to the guidelines in this letter before joining any session. By joining a live session you are agreeing to these guidelines.**

Where children do not comply with these guidelines they will be removed from the session and parents will be contacted.

Clearly, all pupils participating in live sessions at home will be subject to the usual behaviour and safeguarding policies that we have in school. Please read, with your child, the "Pupil Protocols for Live Learning on Google Classroom" below. It is important that you share with your child our expectations for student conduct in live sessions. However, if you do not wish for your child to be involved in the trial of live sessions we completely understand - it is not compulsory that children join.

## **PUPIL PROTOCOLS FOR LIVE LEARNING ON GOOGLE CLASSROOM**

Pupils should only use technology at home with the permission of their parents or carers. They should use this technology sensibly, drawing upon advice given to them at school and at home.

### **Parents and carers will support their children to access sessions by:**

1. Make sure the location where the child is working is in an appropriate room (away from any background noise)
2. Ensure that there are no photos behind children for when they turn on the camera - ideally backgrounds should be neutral / plain
3. Ensure children are appropriately dressed during any live sessions (be aware of appropriate slogans on clothing)
4. Be within earshot of their children during the online session to help with any problems the child might experience. These may include technical issues, internet connections or a lack of resources or equipment.
5. Be nearby to help maintain their child's focus and concentration
6. Use appropriate language during the session
7. Follow usual school procedures to raise any concerns
8. Not make any recordings or screenshots of live sessions

### **On Google Classroom children will:**

1. Turn off both the camera and microphone before joining the meeting. This can be done by clicking on the camera icon and mic icon on your Google Meet screen. At points during the session your teacher may ask you to turn on your camera/microphone but this should only be done when you are told to.
2. Use polite, appropriate language when invited to speak
3. Respect the work of others
4. Use the raise hand function if they wish to speak
5. Follow the instructions of the teacher
6. Take turns and listen to others
7. If joining a 'Question and Answer' session write their question in the chat box and wait until the teacher asks them to unmute so they can answer the question. At this point - at the teacher's direction - the children may turn on their camera.
8. Only share their screen when they are invited to do so by the teacher.
9. Any question asked within a 'Question and Answer' session should be related to learning (parents can also use this forum to ask a question to the teacher regarding supporting their child with their work)

### **School Staff will:**

1. Make sure that the times of all live sessions will be shared with parents beforehand and are shared on Google Classroom
2. Make sure children are aware of the resources that they might need for the session beforehand.
3. Make sure that live sessions are kept to a reasonable length of time and take place during normal school hours.
4. Use professional and appropriate language and wear appropriate clothing.
5. Ask children to let their parent/carer know if they have problems before, during or after a session.
6. Give clear directions to children about when they should unmute the microphone or use the camera
7. End a session if there are concerns about children (or other household members) using unsuitable language, being inappropriately dressed or if there are concerns about the locations of the child. Concerns will be recorded and passed to a senior member of staff and/or DSL.
8. There will be at least two members of staff in every live assembly and 'Question and Answer' session.

### Instructions for joining a live session in google classroom:

1. As with all Google Classroom tasks, start by clicking on Classwork at the top of your Classroom page. It will also be posted in the class stream.
2. Next, look for the announcement that mentions a live session. Your teacher will indicate this, including the date and time of the live meeting, in the title.
3. Just before the meeting is due to start, click on the announcement. You will see a Google Meet icon attached, with a link. Click on the link.
4. Don't forget, this link will not work until your teacher has joined. You may need to refresh your page to join if you get there before your teacher.
5. Before you join the meeting, ensure you switch off your camera and microphone, found on the viewer pane.

As with all innovations it may take some time for us to perfect the use of technology to offer live sessions. We welcome any feedback you may have, in the first instance please send any feedback to your child's phase leader via Weduc.

Thank you for your continued support during this challenging time.

Yours sincerely

A handwritten signature in black ink, appearing to read 'V. Pettett', written in a cursive style.

Mrs V Pettett  
Head of School