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12th July 2020

Meet the Teacher meetings and Teams

Dear Parents

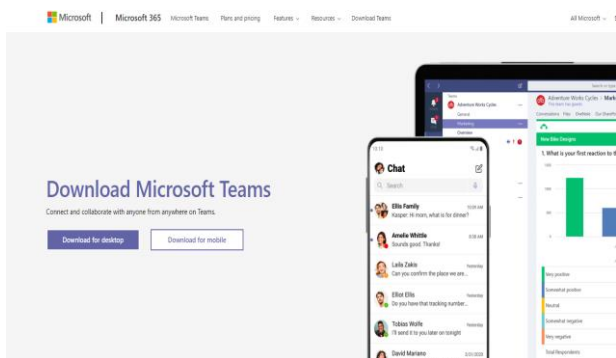
We are excited to tell you we now have access to Microsoft Teams. This is an online streaming platform that will enable us to connect with children and families virtually.

We are planning to use this for the first time this **Wednesday 15th July** as a way for children to 'Meet the new teacher'. We are allocating specific timeslots for new classes which you can see below. There are steps that parents need to take prior to the meeting in order for children to be able to join their teacher and class.

Instructions

1) Parents need to download the Windows Teams App using this link:

<https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>

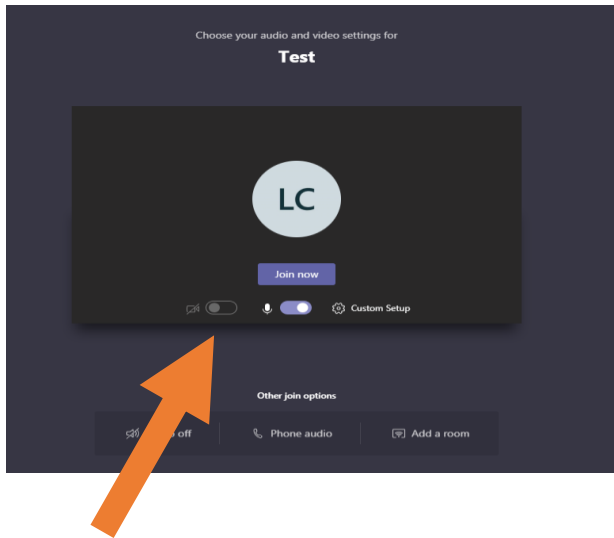


You can download the app on your smart phone. The app is free and easy to download. If you download the app, you will be able to see the whole class at once. If you do not download the app your child will only be able to see the teacher.

2) A link to join the meeting will be sent to the email address that you have provided to the school. We advise that you use google chrome web browser to open the link. If you have changed your email, please call the school office and let us know before Wednesday. You will need an email address to enable your child to access these meetings.

We have set up new teacher emails for Teams meetings. As it will be the first time that you will receive an email from this new individual teacher email please check your junk or spam boxes.

3) When you click on the link you will be taken to a page that looks something like this.



Please make sure your video is 'on' but your **microphone is on mute**.

4) When all pupils have logged in, the teacher will explain the session and tell the children how they can contribute to the discussions. When instructed by their teacher, your child may unmute their microphone by clicking the unmute button.

5) The teachers are new to using Teams so please be patient if any technical issues arise.

Safeguarding

You should be aware of the following:

- By logging into the class meet up, you are giving permission for your child to be a part of a live session where they will be seen by others and be able to see each other.
- For safeguarding reasons, a log of the session will be saved on the school's internal system.
- You must not record the session in any way or post videos or images of it to social media.
- As your child is using an online device, we do advise parental supervision in line with usual e-safety guidance.

Parent and Pupil Conduct

- ✓ Pupils are expected to log-in to online classes on time. As with a normal School lesson, they are expected to be attentive and participate willingly and respectfully. Pupils must be dressed appropriately for a School environment. As with normal classes, pupils must not disrupt the learning environment for others.

- ✓ Please ensure that there is nothing inappropriate in the background and that only your child is in the video. The class meet up is about the interaction between teachers and children, and therefore parents must not join in the session in any way. Your child can access the session from any appropriate space in your home apart from their bedroom or the bathroom.
- ✓ Please ensure that if there are any other people in the room that they are using appropriate language and are dressed appropriately.
- ✓ If the above guidance is not followed, your child will be removed from the session and a member of the school's leadership team will be in contact with you.

Meet the Teacher Timetable

Class	Time	Teacher
Whale Class	10 am	Rochelle
Octopus Class	10:30 am	Leah
Coral Class	11 am	Alex
Seal Class	11:30 am	John
Effra Class	12 noon	Conor
Fleet Class	12:30 pm	Grace
Brent Class	1 pm	Amber
Walbrook Class	1:30 pm	Anthony
Ravensbourne Class	2 pm	Colleen
Wandle Class	2:30 pm	Sarah
Thames Class	3:00 pm	Nina
Lea Class	3:30 pm	Aaliyah

Please attempt to download the app before Wednesday's scheduled meeting and contact the school if you are having any difficulties and require assistance. We look forward to seeing you all soon.

Yours sincerely

Lisa Christiansen

(Head of School)