



**Principal:** Mrs R Curtis  
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Dear Parent/Carer,

Thank you to those families who have responded to our Distance/Blended Learning survey to which we have received 168 replies. This will help us to further develop our distance/blended learning plan for 2020/21, you will receive a copy of this plan by the end of this term. We are pleased to let you know that should your child be away from school due to COVID19 for longer than 5 days (and well enough to engage) we are in a position to offer live lessons via Microsoft Teams with effect from Term 2. We will use live lessons to:

- Continue connection with their class teachers and friends
- Teach elements of the curriculum

In order for your children to join in with these live lessons they will need a school email address. These emails have been set up for your children and take the format of: [firstname.surname@sa.clf.uk](mailto:firstname.surname@sa.clf.uk) (Please note if your child has a double-barrelled name the first part is used as the surname). The password for the email account is your child's initials in capital letters and their date of birth in the DD/MM/YY. To log on to the email account please instructions attached.

To ensure that everyone is kept safe during live learning lessons we have set out the expectations for pupils and staff below. Please ensure that you have shared these with your child before they take part in a Teams live learning session.

**Expectations for pupils** - live teaching lessons via Microsoft TEAMS. Pupils who take part agree to the following rules for engaging in a Teams Call:

- Pupils cannot be in their bedrooms or bathrooms if they are appearing on video
- Pupils must be in appropriate dress. Clothes you might reasonably expect to go out of the house in
- Pupils are reminded that normal classroom rules apply, including that no use of mobile phones or personal devices is permitted during the session. Disruption or inappropriate behaviour during the lesson will result in the student being disconnected from the call
- Pupils will not use the chat function unless directed by an adult, and only in the live session
  - Pupils will not use TEAMS to connect with other pupils or teachers outside of the scheduled sessions

The school safeguarding and e-safety policies can be found on our website, if you have any concerns you can contact our Designated Safeguarding Lead through the school office or via [safeguarding@sa.clf.uk](mailto:safeguarding@sa.clf.uk)

**Expectations for Staff** – live teaching sessions

- Every session to be recorded in its entirety

- Remind pupils that calls are being recorded at beginning of session
- Staff members to monitor chat facility if enabled and give permission for pupils to use
- Staff are able to disable video function for pupils if not necessary
- Staff will be in appropriate dress and not in bedroom/bathrooms. Backgrounds to remain neutral or blur background function may be used
- Video lessons will only ever be conducted via TEAMS
- Staff will provide links to live teaching sessions prior to session via ClassDojo

In order for your child to participate, please complete the online form which will be sent under separate email where you will be asked to give permission to the following statement:

**I give permission for my child to participate in live online teaching sessions via Microsoft TEAMS. I understand that sessions will be recorded in accordance with CLF guidance.**

Please can all year 3 families and those from other year groups, who have not yet provided consent, do so promptly. Please note that pupils without parental consent will not be permitted to participate in the live learning sessions.

If you have any questions, please send them to [info@sa.cabot.ac.uk](mailto:info@sa.cabot.ac.uk) with Live Learning as the subject field and we shall respond accordingly.

We are looking forward to being able to continue pupil's learning remotely and to stay connected with the children of Summerhill in this way.

Best wishes



Rebecca Curtis  
Principal