



22nd April 2020

Dear Parents and Carers

Informal 'Form Time'

I am writing to give further details about the trial of informal 'form time'. As already stated, and in line with local secondary and primary schools, we are not going to be delivering live lessons. We will continue and extend our use of recorded and video resources, located in the respective Google classrooms to support the home learning.

We are all agreed, however, that it would be nice to schedule weekly 'catch ups' with their classes - 'form time' - in which teachers can comment on work that has been submitted or celebrate other aspects of home learning. Dare I refer to banana bread, for example? These will be 'live' sessions and in setting up this trial I have had to consider many factors, including pupils' family circumstances, access to online technology and pupil and staff online safety.

To ensure the safety of all concerned, I would like to highlight the following:

- Teachers will not conduct meetings on a 1:1 basis; there will always be whole class invites.
- We will endeavour to have regular times for each class, each week.
- Teachers will set the meeting up in advance on Google Meet using pupils' school google accounts.
- Computers must be located in communal areas of the house; not the child's bedroom.
- Pupils must be suitably dressed.
- The session **WILL BE RECORDED** which, as well as providing protection for all, means anyone who wasn't able to attend live could review it at a later time.

Planned times for the first trial live session which will take place on Friday and are as follows:

Year 3	Aztec Class	9.15am
	Mayan Class	9.45am
Year 4	Orville Class	10.15am
	Lamarr Class	10.45am
Year 5	Voyager Class	11.15am
	Apollo Class	11.45am
Year 6	Kahlo Class	1.00pm
	Wilde Class	1.30pm



Please note, should we be unable to run any / all of the sessions for whatever reason, we will endeavor to post a message accordingly. Of course, no Meet invite means no live session.

Like all aspects of home learning during this period of lockdown, I will review this initiative on a regular basis. Given the extraordinary circumstances in which we find ourselves, we are going to be using existing parental consent for the school's computing and online activity for this process. Should you not wish your child to partake in these meetings then of course you are more than welcome not to engage. It will not impact upon the pupils' ability to access other aspects of the home learning resources.

I hope the opportunity to see their class teacher and their peers will lift the spirits of all concerned. I know the teachers are missing their classes and enjoyed the recent telephone conversations as well as engaging on the Google Class feeds.

I am conscious that it may appear that we are sending home rather a lot of information at present. I am trying to find the right balance between direct communication such as this and more informal information posted on either of the two 'Covid-19 blogs' on the website.

I will finish by thanking the staff team for all their hard work and all of you for your support of the school.

Best wishes,



Steve Mills
Headteacher

