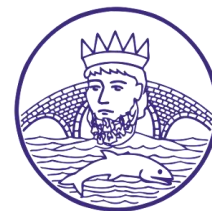


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Headteacher: Emily Newton

16th June 2020

Dear Parents and Carers,

'Zoom' Circle Time sessions - What to expect

Next week, we will be trialling an online Zoom session for each class so that your child can interact with their teacher and class mates. This session will take the form of a class Circle Time. Circle Time is a time for important social interactions among children. It helps develop positive relationships between children through engaging and fun activities. It also allows children to explore and address issues which concern them. Circle Time aims to be light and fun and we hope this session will promote pupil well-being and make them feel happier about their home learning. During this session, the class teacher will remind children of the Circle Time rules and how these will work over Zoom. They will take part in activities such as: 'Simon Says', a musical game, or an imagination game and the teacher will lead the pupils in a discussion about 'What is the most interesting thing you have done during Lockdown?'

To ensure these sessions run as smoothly as possible, it is important to adhere to the following 'Zoom' Circle Time Safeguarding Protocol:

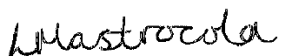
- For everyone's safety and protection, a parent/carer or other appropriate adult (over 18) must be present with the child in the room for the duration of the call (but does not need to be on camera).
- The call is for children to contribute to only - adults should refrain from joining the conversation. The aim of the meeting is to provide interaction with their teacher and peers through a Circle Time session, rather than providing direct teaching.
- There will always be two school staff present in the call and they will only make calls from the school site.
- Consider what is in view behind your child when joining the call - we suggest choosing somewhere non-descript/plain and avoiding areas such as the child's bedroom or displaying anything that provides personal information (e.g. house numbers). Please do not allow your child to set up computer generated backgrounds.
- Please also ensure that all members of the household are appropriately dressed during the call (e.g. no nightwear) and no inappropriate language is used.
- Please set your child's screen name as their first name only. Teachers will only admit names that they recognise to the 'room' for safeguarding purposes.
- Please attend promptly for these calls. The 'room' will be locked 5 minutes after the start time of the meeting to prevent any unexpected users from entering. Please note it must be the child's name not a parent/carer's name.
- All calls will be recorded for safeguarding purposes. The recordings will not be shared.



- Please join calls on 'mute'. The adults running the call will unmute children when it is their turn to talk. Please do not allow your child to unmute themselves. This will aid the smooth running of the meeting.
- Should the members of staff present in the meeting see or hear anything that concerns them they will share this with the Designated Safeguarding Lead on site that day, as they usually would if the child was in school.
- Please do not take any photos of the Zoom call, in the same way as other school events.

The invitation to the Zoom circle time will be emailed to you this week. Please do not share this link with anyone. Participation is optional but we look forward to seeing as many of you as possible in the sessions next week.

Yours sincerely,



Lucy Mastrocola

Deputy Headteacher