



Dear Parent/Carer,

During this period of remote learning, we will be doing our very best to uphold the high levels of safeguarding, teaching and learning that our pupils and parents/carers have become accustomed to at Our Lady of the Visitation Catholic Primary School. In order to ensure that this happens, we have created structured approach to online learning through **Google Classroom and ClassDojo**.

Your child's day will begin with a Google Meet registration between 8:45am and 9:15am. Your child's class teacher has informed you of the time for your class. It is very important that your child attends the registration as it is an opportunity to see the class teacher, other pupils and get ready for the day's learning. Pupils must be fully dressed ready to start their day, have their cameras on at this point and microphones on mute.

Each year group is provided with a weekly school timetable of lessons. If they are experiencing any technical difficulties or require further support with learning, then please contact the class teacher as soon as possible. Instructions have been sent out for how to access Google Meet and further information is on our website.

Please read all of the information below and discuss this with your child so that they are clear on the expectations we have during Google Meet sessions and for their learning.

Pupil expectations for remote learning:

- Attend Google Meet registration sessions in the morning and after lunch.
- When entering a Google Meet registration, pupils should have their microphones turned off.
- The chat feature should not be used, unless you have a problem with the microphone.
- Ensure pupils are in a central place for their learning so they can be supervised.
- Pupils should be appropriately dressed for morning registration.
- Pupils should use language that is appropriate in the classroom. This should be formal language.
- Teachers will be able to mute the microphones of pupils, if they need to. Teachers have the right to remove anyone from a meet if their camera is off.
- Cameras should be on during the Google Meet. This allows teachers to engage fully with their class and to check that they are dressed and ready for their learning.
- Pupils must leave the meeting before the teacher. If they remain on screen, their teacher will remove them at the end. This is for safeguarding reasons. Pupils cannot be left unsupervised.
- For safeguarding purposes, devices such as smart phones should not be used to show or take photos of the google meet with teachers.
- Ensure pupils have materials and resources ready before beginning learning. E.g. – paper/notebook and pencil/pen.
- Pupils should try their best with the activities planned for the day.
- Contact the teacher for additional help and support.
- Make sure that pupils 'turn in' your work on Google Classroom (Y2-6) or ClassDojo (N-1) when it is completed.
- All work should be submitted on here, unless other arrangements are made.
- Your teacher will review your child's work and give feedback on a selection of pieces.

If you have any questions regarding online learning or need any support for your child, then please do not hesitate to contact us. Please be assured that all of the staff are doing their utmost to support your children both emotionally, spiritually and academically. This is an extremely challenging time for all families and we look forward to when we can meet again as a community.

Thank you.



HEALTHY SCHOOLS
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