



Bessemer Primary School

Part of the Bessemer and Keyworth Federation

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Executive Headteacher: Ms Sarah Beard

Head of School: Mrs Elizabeth Whitehead

Thursdays 14th January 2021

Dear Parents and Carers,

As you know we are now introducing live lessons as well as live small group meetings. We are excited about this and believe that these live lessons will be beneficial for the children's wellbeing and will give them a feeling of connection to school, so please do try to facilitate your child's attendance. If attendance at live lessons is too low we will have to swap to pre recorded wider curriculum lessons to ensure they are accessed by as many children as possible. If you struggle to access the live lessons please contact school to let us know.

Until now we have been using Zoom for our meetings and many classes will continue to do so this Friday, however from Monday we will be using Google Meets for our live provision. Google Meets is accessed through Google Classroom, you will find instructions for joining live lessons on your child's class page by Monday. Classes that are using Google Meets rather than Zoom this Friday will send you an email to explain this. It might be helpful to set Google as your browser if you do not already do so as this improves the Google Meets experience.

All Google Meets sessions will be led by a teacher or other school-based adult, children will never be unsupervised during these sessions. If you do not give permission for your child to attend these live sessions please email the school office. Otherwise we will assume that all children have permission to attend their live lessons.

All children attending the live sessions must follow the rules set out below. Children who do not follow the rules will first be asked to do so, but may then be removed from the lesson. Please share these rules with your child and ensure that they understand the expectations.

- All children must be fully and appropriately dressed
- No eating during lessons
- Televisions should be turned off
- Phones must not be used during the lesson, except to access the lesson itself
- Children must not attempt to record or take screen shots of the lesson
- Children should be sitting up and focusing on the lesson
- Children should mute their microphones until asked to unmute and should use the 'raise hand' button if they would like to speak
- Children must behave as they would in school, follow instructions from the teacher and must not distract others from the lesson
- The chat function should only be used to ask or answer questions, not for children to send personal messages to each other
- Children should use appropriate language

- Children should avoid changing settings such as backgrounds more than once during the lesson
- Children should watch the whole lesson and complete the set work afterwards
- Children must leave the lesson by clicking the red button at the end when asked to by their teacher

Parents are welcome to sit in on lessons, this is particularly helpful with younger children although we know it may not be possible due to work and other commitments. Please ensure that family members know that your child is in a live meeting and that anyone in the room is also fully dressed and behaves appropriately. Please do your best to ensure your child has a reasonably quiet place to access the lesson and that siblings do not create a distraction.

Following HR advice, we will not be recording live lessons. Any incidents which occur or any safeguarding concerns that arise will be dealt with following our usual reporting procedures.

Before each lesson, any required resources, e.g. paper and pencil, will be listed on Google Classroom. Please check this in advance so that your child is ready to start the lesson on time.

Each Class will deliver their live lessons at the same time every day unless they inform you otherwise. The lesson times are as follows:

Nursery - 10.00am

Reception - 9.30am

Year 1 - 1.00pm

Year 2 – 2.30pm

Year 3 – 3.00pm

Year 4 – 2.00pm

Year 5 – 1.30pm

Year 6 – 12.00 noon

These times have been arranged to ensure that siblings who are sharing devices can all attend their lessons, although siblings in the same year group will have to choose which of their lessons to attend and can attend together.

Google Meets is very new to us and we have all been working really hard this week to make it work for our lessons, however I'm sure that there will be some teething problems at the beginning. Please be patient with us as we try to sort them out!

Kind Regards,

Elizabeth Whitehead