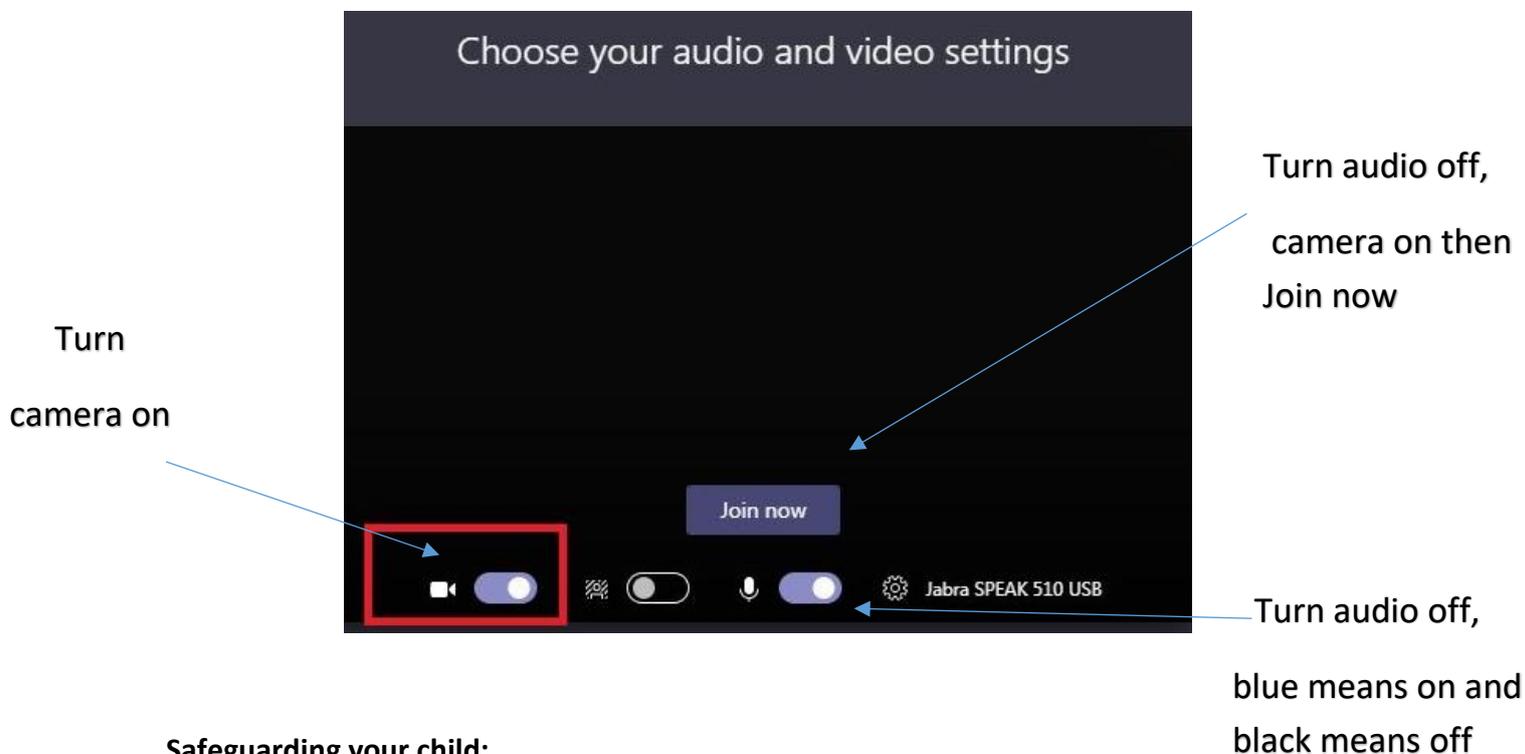


9.15am - 9.25am Pupil Register and Daily Timetable

First and foremost thank you for your engagement and commitment to our Remote Learning Programme. Your enthusiasm and dedication has brought inspiration, awe and hope, during a difficult period, to all of our teachers. It is with delight, that we see your child's work and how closely you have followed our intended plans. Thank you, you are an inspiration to us and we remain mindful of the challenges we are all facing, every day.

Developing our daily register: We already have a live daily register on Teams at 9.15, but we wanted to develop this, by the pupils registering in the morning with their class by **joining** the "Meet Now" request from their class teacher at 9.15am. Their class teacher will take the register from the pupils attending. Register closes at 9.25am. This will commence on **Friday the 5th of February**.

Your child must **mute their audio** but **leave their camera on**.



Safeguarding your child:

Your child's and our staff's safety is of paramount importance to us. To protect all children and staff's privacy, no meeting should be: recorded, screen shot, print screened, photographed or shared in anyway (including on social media). This is a strictly private class channel and by taking part in any of these activities you risk your child being removed from a valuable online, thriving community and resources. Please see our Remote Learning Policy for further details and previous updates such as Top Tips for Parents and Pupils – related to remote learning.

Here are things you can do:

Make sure your child is in a suitable place at home to receive a video call. To do this, please ensure your child is not in their bedroom or bathroom.

Make sure your child is fully dressed, not in a onesie, bedclothes or in any state of undress.

There should be nothing personal in the background (try to find something plain).

There are no other people in the background.

Your child should not make any “Meet now” requests and should follow our Behaviour Policy (already available on our website in Policies).

Parents will need to help your child to set their meeting up, but then you should leave so that we can start the session. It’s just like dropping your child off at school. We will not start any sessions with parents in.

Please be aware that if the teacher is not happy with any of the above, they will end the session. You can also end your child’s participation in the meeting.

Pupils must not use the “Meet now” function at any other time.

Hands up, thumbs up or wave:

When registering and going through the daily timetable, your child may be asked to put their hand up, thumbs up or wave to their teacher. After the register your child’s class teacher will go through the daily timetable and where to find lessons. Any questions can be asked through the teams post after the meeting, so pupils who are ready can start with their learning and are not delayed by a lengthy Q and A session.

Please do not worry if it takes a few goes before we have this perfected. We completely recognise how lucky we are, to have such adaptable and resourceful parents, pupils and staff.

Thank you again for your amazing support throughout this lockdown and last year’s. We are truly looking forward to the time all pupils can return to school safely.

If you have any technical difficulties, let us know and we will do what we can to help.

Please remember that technological support is available and if you feel that you would benefit from any of the Government initiatives involving additional mobile data or devices such as laptops please follow this link <https://www.gov.uk/guidance/get-laptops-and-tablets-for-children-who-cannot-attend-school-due-to-coronavirus-covid-19#who-can-get-laptops-and-tablets> and contact parentcontact@trefonen.shropshire.sch.uk.

Kindest regards

The Trefonen Team