



# St. Francesca Cabrini Primary School

Forest Hill Road, Honor Oak, SE23 3LE Tel: 020 8699 8862 email: [office@stfcabrini.southwark.sch.uk](mailto:office@stfcabrini.southwark.sch.uk)

15<sup>th</sup> January 2021

Dear Parents,

## Zoom Live Session Guidance

In light of the announcement that home learning will continue beyond the 18<sup>th</sup> January, we would like to now invite the children to join with their teachers in a live sessions via Zoom next week. This will give them the opportunity to see their teachers and friends and ask any questions they may have relating to their learning and wellbeing. We will be starting with two live sessions, one to start the mornings learning session and one for the afternoon. We hope to introduce another live session for the junior classes later this term.

Your child will have an allocated time slot and you will receive a zoom link with instructions on how to access the live sessions. We will also be sending out detailed protocol/instructions, but have included a summary in this letter.

Live sessions outlined below:

Year group	AM session	PM session
Nursery	10.30am	
Reception	9.45am	1.15pm
Year 1	9.00am	1.00pm
Year 2	9.30am	1.30pm
Year 3	9.00am	1.00pm
Year 4	9.30am	1.30pm
Year 5	9.00am	1.00pm
Year 6	9.30am	1.30pm

\*Please note the Nursery sessions will be starting the week commencing 25<sup>th</sup> January 2021.

## Live Meetings Protocol

Please note the following information with regard to video calls:

- Allotted times cannot be changed and pupils cannot swap groups or time slots.
- All live meetings will have two staff members present.
- The live meetings will provide a valuable opportunity for your child to meet with their teachers and classmates in a safe online environment.
- The use of the camera for pupils is voluntary. If preferred, it is possible to just listen to the audio feed but your child is expected to attend the live sessions.
- You should stay with your child if you feel they cannot focus or need additional support. However, parents must not address the teacher directly during the live sessions and your child's microphone will remain muted unless asked to speak by the teacher.

- Pupils must be dressed appropriately for the sessions.
- Pupils must follow the same behaviour expectations as they do in school.
- Consider the background of the meeting. It is recommended that the family living areas are used and not bedrooms or private spaces.
- Under no circumstances can children, parents or siblings film or take pictures, screenshots or recordings of the sessions as there are pupils whom have requested not to be filmed or photographed.

And finally we hope that your child/children will find the digital meetings beneficial and further support their wellbeing and learning whilst not attending school. Should you encounter technical issues, please contact the class teacher via Tapestry or the school office via email and we will attempt to help rectify any difficulties in time for the next session.

Thank you for your ongoing support.

Kind regards,

A handwritten signature in black ink, appearing to read 'Lawton-Quin', written in a cursive style.

Mrs Lawton-Quin