



DUDLEY HOUSE SCHOOL

1 Dudley Road, Grantham, Lincs. NG31 9AA

Tel / Fax: 01476 400184

23rd April 2020

Dear Parents,

We wanted to facilitate the opportunity for children to socialise, stay in touch and reduce any sadness about being at home and not seeing their friends. We will be starting with a Golden Book Assembly on Monday for children in class 2, 3 and 4 where the children will have the opportunity to see the teachers, hear from them and say a quick hello.

For the first meeting we are trying it with just children in class 2, 3 and 4 and depending how this and class meetings go extend it.

In future golden book assemblies, we will announce who is in the Golden Book and how many house points each team has collected. Children will need to regularly send their teacher their work and pictures of their learning so that teachers can give feedback and award house points during the week and choose who will go in the Golden Book.

We are then hoping to set up a weekly meeting for each class so that the teachers are able to talk with their class and answer any questions that they may have.

We have been investigating a range of platforms to facilitate this and at present we will be using Zoom. You can join the call on any smartphone, tablet, or computer with a microphone.

For each meeting you will be emailed a password encrypted link. It is vitally important that this link is not shared with anyone else. Once you have clicked on the link, just before the meeting is about to start, you will go into a waiting room and Mrs Johnson will only admit those people to the meeting whose names she recognises. Once the meeting has started it will be locked so that others can't join.

During a meeting:

- Everyone must wear suitable clothing – no pyjamas, as should anyone else in the household.
- Any devices used should be in appropriate areas, for example, not in bedrooms; and where possible be against a neutral background and in a quiet space.
- We suggested that for the younger children there is a parent present nearby.
- Language must be appropriate, including any family members in the background.
- Children will be muted and if they wish to speak they should raise their hand, just like they do in class, and wait until the person leading the meeting asks them to speak and unmutes them.
- Meetings will be recorded for school use, so that if any issues were to arise, the video can be reviewed.
- There will be at least two members of staff present at each meeting.
- Class meetings will be groups.

In order for your child to access these meetings you must give permission by completing and returning the attached permission form.

If you have any queries then please get in contact with us.

Yours sincerely

Jenny Johnson (Headteacher)

Website: www.dudleyhouseschool.co.uk

E-mail: headteacher@dudleyhouseschool.co.uk

Online Meeting Agreement

Name: _____

When taking part in a Dudley House School online meeting, as parents and pupils, we agree:

- Not share the meeting invitation link with anyone.
- To wear suitable clothing – no pyjamas.
- Use the computer, tablet or phone, in an appropriate quiet, shared area, not in a bedroom.
- Use appropriate language.
- Put hand up and wait to be invited by the teacher to speak.
- Not to make any recordings.
- For the meeting to be recorded for school use.
- For a parent to be present nearby for younger children (Class 1 and 2)

Signed: _____ Date: _____