



Dear Parents and Carers,

Re: Zoom Virtual Circle time

I hope that you are safe and well.

The Leadership team have been discussing how we can further support the wellbeing of our children through virtual methods during this new Lockdown period. We can now confirm that your child will be expected to participate in one Zoom Circle time session a day, with their class or year group teacher.

The aim of this is to:

- Enable our staff to have daily contact with your child
- Allow your child the opportunity to keep contact with their classmates
- Continue to create meaningful routine within the week
- Encourage and reward engagement with Home Learning tasks

By allowing your child to participate in this crucial activity, you are also consenting to our Zoom protocol listed below.

	Year 3	Year 4	Year 5	Year 6
	Sessions will be within the time frame below, a Class Dojo message with a meeting link will be sent 10 minutes before it begins. The first session will be on Friday 8th January 2021.			
Monday	1pm-2pm	9am-10am	11am-12am	10am-11am
Tuesday	1pm-2pm	9am-10am	11am-12am	10am-11am
Wednesday	1pm-2pm	9am-10am	11am-12am	10am-11am
Thursday	1pm-2pm	9am-10am	11am-12am	10am-11am
Friday	1pm-2pm	9am-10am	11am-12am	10am-11am

If you would like your child to participate, you will need to download the **Zoom** app before the session and familiarise yourself with how to use it. The **Zoom** app can be downloaded to a mobile phone through your device app store.

The teacher will allow entry to the circle time and then:

- Children will be given a few minutes to settle into the circle time.
- Welcome from the teacher - children will be asked to respond
- Outline of the daily topic/ activity
- Shared participation in the topic/activity
- The teacher will then close the meeting.



Parent guide and Protocol for using Zoom:

Safeguarding:

- The online safety protocol must be followed at all times
- During the virtual circle time children should be supervised by a parent/ carer
- If you witness or hear anything that is of concern, please end the meeting immediately and report your concerns to a DSL at the Academy.
- Please do not try and make contact with school staff through virtual means outside of the scheduled meeting.
- Please stop other household members from being in the background of the meeting or being close enough for users to hear their voices.
- Please ensure the language of children and adults is appropriate at all times.
- Parents will use a recognisable user name on Zoom so the teacher can admit them into the meeting.

Organisation:

- Please ensure that your child is in a suitable (not a bedroom) quiet room to limit noise, which will enable all users to hear each other.
- If possible, your child should 'mute' their voice when not participating in the circle time.
- The aims of the circle time are stated at the top of this letter. The focus of the session will be directed by the teacher; it is not an opportunity for children or adults to ask their own questions, please ring the school or email office.etonpark@deferrers.com if you need to speak to a member of staff.

As you will appreciate, there may be teething issues initially and we appreciate your continued support. If you have any questions or feedback please do not hesitate to contact Lansdowne office as this will be the base during lockdown.