



21 January 2021

Dear Parents and Carers,

Next week we will be beginning to offer some live lessons as part of our remote learning offer. These lessons will only be short, as children would not be asked to stay on a carpet with input from the teacher in a normal lesson for more than approximately twenty minutes so we know roughly how long a child can concentrate in this way. Having said that 'live lessons' are new to us all so we will wait and see!

Hopefully, you have received your log in details for your child's Microsoft TEAMS account. If you have not yet received these please contact the primary school office and we will get these to you as soon as possible. There will be a Tapestry post with a short video explaining how to access your child's live lessons on TEAMS coming soon.

Tomorrow there will be a timetable of live lessons for the w/b 25 January. Next week there will be one live lesson delivered by each teacher so two for each year group. From the following week, we hope to offer, one live lesson each day for every child. We understand that a set lesson time will be difficult for some parents and children to attend so all the lessons will be recorded and available on TEAMS for those children who cannot make the live lesson time to watch when it is convenient.

Before the lessons begin, we need to outline some child and parent protocols for live lessons. These are to help the lesson run smoothly and to safeguard your children, yourselves, and the school staff. There are more detailed versions which give specifics around behaviour and safeguarding during live lessons and these can be sent to parents on request from the primary school office.

Protocols for children and parents

- Parents need to be aware that when participating in an online lesson they should always be in an appropriate room in their home (not a bedroom), with neutral background (or choose an appropriate backdrop from Teams options) which is quiet and appropriate for learning. Children should be dressed in casual clothes but not nightwear.
- Parents and children need to be aware that when participating in an online lesson from home, the teacher leading the lesson will have a colleague logged on TEAMS for the duration of the lesson too.
- Children need to be on their best behaviour and can be asked to leave the lesson if their behaviour is not appropriate.
- Children and Parents need to be aware that teaching staff will ask that children have their cameras on but are muted whilst they are delivering a lesson online. Students can unmute if they are asked to speak by the teacher. The 'hands up' and 'chat' option can also further support this process.
- Lessons cannot be recorded by children or parents at any time. Teaching staff will record the online lesson for those who cannot for any reason access the lesson at that specific time.
- Teaching Staff will send children an invite via Teams, before the lesson is due to take place. Teaching staff members will always be the first present and the last to leave the online lesson.



HAILSHAM PRIMARY ACADEMY

'Be the very best you can be'

Tomorrow we will have our first live event with a celebration assembly for the whole school. This event will be slightly different, and you will receive an Edulink email from the school with a link to join the assembly at 10:30am. Please join with your microphone muted but camera on if you would like.

We hope live lessons will be a positive addition to our remote learning offer and this blended learning approach, containing many different strategies, offers families something that works for them.

If you have any further questions, queries or concerns please do not hesitate to contact the Primary School Office by phone on 01323 841468 or email PrimaryOffice@hccat.net.

Yours Faithfully

Mr T Redman