

Dear Parents and Carers,

As we move back to remote learning, we will be making some changes to the way we work to support our families. We will revert back to the 'grid' method of activities to allow you greater flexibility to plan and manage home-schooling as you indicated this method was most helpful.

New for this time around, we will also be making use of the 'Google Meet' facility within Google Classroom. This is a secure, video call feature which will enable your son/daughter to speak to their classmates and class teacher face-to-face. Please be aware that pupils will only be able to access this video chat feature when the classroom teacher is present online and is in the session, it will not work otherwise. This is an added security measure (e.g. pupils will not be able to video call to each other when their class teacher isn't present). Teachers will post a video in Google Classroom for the children to watch on Monday which explains how to use Google Meet.

Individual class teachers will post their plans, messages and any instructions/guidance for you directly to your son/daughter's Google Classroom page. For further support, we have added a 3 times a week face-to-face check-in/activity as a class for your son/daughter to participate in to enable greater visual contact. Class teachers will also make themselves available at specific times to answer and questions or queries, and support pupils directly with their learning. Please look at your son/daughter's Google Classroom page for further information.

With all online learning, there are rules and expectations for pupil use, just the same as learning in the classroom. Please find attached a user guide and can we ask that you go through this with your child/ren before online learning resumes on Monday 11<sup>th</sup> January. If you do not want your child to take part in these sessions, please send us an email to [tarves.sch@aberdeenshire.gov.uk](mailto:tarves.sch@aberdeenshire.gov.uk) to inform us.

**Miss Slessor would like to take a photograph of the Primary 7 pupils using Google Meet to put in their yearbook. Please let us know if you have any issues with this.**

The following statements taken from this document are very important:

- **I understand and agree that no part of remote teaching and instrumental instruction can be recorded or 'screenshoted' at any time.**
- **I understand and agree that no documentation stored for learning, whether it be assignments or materials, shall be duplicated, can be copied or shared with anyone other than my child and his/her school.**
- **I have read and will follow the Pupil Expectations.**
- **I give my consent to participate in livestreamed activities, as part of online learning.**

Please do not hesitate to contact us should you have any questions at this point.

Kind regards,

Lara K Conn

**Head Teacher**