



Dear Parents/Carers,

As staff, we are really missing our contact with you all. Next week we would like to invite the children to join a Microsoft Teams video session with their class teachers and teaching assistants. These sessions are completely voluntary and are to help us maintain a connection with the children whilst the school is still officially closed.

We will set up a meeting for each class with the time specified below. The meeting will begin at the specified time and once participants are in the group I will mute everyone to say hello and set expectations for the chat. The class teacher will then ask pupils one by one to unmute themselves and discuss the topic for that week.

The first topic for Maple, Birch and Ash will be a show and tell, talking about something they have done/made/achieved. This will be similar in Acer, Willow and Oak with children having the opportunity to discuss what they have been up to. Once the child has completed their discussions they will be asked to mute themselves and the next child will be asked to unmute and say what they have been doing. This will give everyone a fair chance at discussing with the class teacher and TA what they have enjoyed doing and their friends will be able to see them.

We do ask that for all year groups an adult is present in the same room as the children when they are taking part in the video meeting.

Day/Time	Class
Monday 18th May 9.30-10.15	Birch (show and tell)
Monday 18th May 10.30-12.00	Maple (show and tell)
Tuesday 19th May 9.30-10.15	Oak (what piece of work have you enjoyed most?)
Wednesday 20th May 9.45-10.30	Willow (what piece of work have you enjoyed most?)
Thursday 21st May 9.30-10.15	Ash (show and tell)
Friday 22nd May 9.30-10.15	Acer (What piece of work have you enjoyed most?)

We are aiming to do a catch up each week and we will review the format once we have assessed the success of this first session.



Joining the Meetings

Attached with this email are some instructions for how to join the meetings.

We recommend that you join the meetings through the WeLearn page and by accessing the calendar. Please note that the meeting will not officially be scheduled until just before the meeting is due to commence as meetings set well in advance can be accessed by any members at any times.

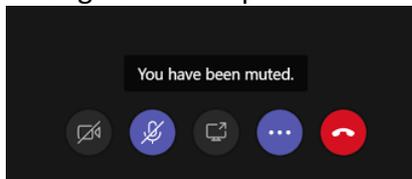
Staying Safe Online

In order to safeguard both the children and the staff, it is important that we follow certain guidelines for the meetings as follows:

- There will always be at least two Coughton staff members in the meeting.
- You must have an adult physically present in the room with your child during the session.
- All participants staff and children should be appropriately dressed.
- All participants should be in an appropriate location when joining the meetings (i.e. not bedrooms or bathrooms!)

Hints for successful online catch-ups

- When you first join you will enter a lobby and the class teacher will invite you into the session.
- When you first join, your microphone will be on mute – to unmute move your cursor on the screen and a small control bar will appear which has a microphone icon. If there is a line through the microphone it is in mute. Click on it to unmute.



- Class teachers will be able to mute all participants – we may do this to help give everyone a turn to speak.
- Make sure you are only connecting on one device – if more than one device is running Teams near to each other, there will be a lot of feedback noise.
- The class teacher will end the meeting for all participants.
- Younger children may need a bit of processing time before they start talking; this is normal so please be prepared for some delay between the teachers asking them a question and the children responding. As adults, it is very tempting for us to want to jump in and answer for them – try to resist!

If you have any questions, please get in touch.

Kind regards,
Mr Kolb