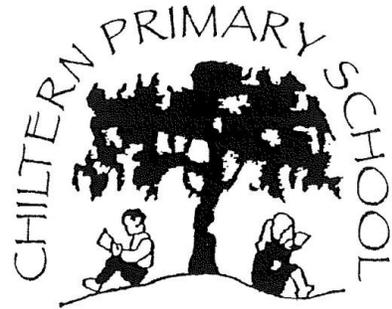


Head Teacher  
Mrs P Howell B Ed Hons

Chiltern Way  
Northampton  
NN5 6BW

Telephone: 01604 753830  
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Date:

Dear Parents,

We will be holding a live lesson for your child on \_\_\_\_\_ at \_\_\_\_\_.

This lesson will be \_\_\_\_\_ and it will be delivered by \_\_\_\_\_ and \_\_\_\_\_.

This lesson will take place on Microsoft Teams and an email invitation will be sent to your child. The link to the meeting will be in the email – just click on this at the time given and your child will be able to take part.

As this will be a lesson, please ensure that your child is suitably dressed (not in pyjamas) and that you are also in the room, so that you can monitor your child's interaction with the group and ensure that they are safe and sensible whilst online.

Please ask your child to have a pencil and paper ready to complete any work given during the lesson.

We hope this will provide additional support to online learning and paper packs and provide your child with the opportunity to interact with the adults in their class.

Our code of conduct will still apply to online learning.

All live meetings will have two teaching staff present.

The live meetings will provide a valuable opportunity for your child to meet with their teachers and classmates in a safe online environment.

The use of the camera for pupils is voluntary. If preferred, the camera may be switched off.

Parents should be present during the sessions but not seen or heard and your child's microphone must remain muted unless asked to speak by the teacher

Pupils must be dressed appropriately for the meeting.

Pupils must follow the same behaviour expectations as they do in school.

Consider the background of the meeting. It is recommended a living room is used to attend the meetings and not bedrooms or private spaces

Under no circumstances can children, parents/guardians take pictures, screenshots or recordings of the meeting as there are children who have requested not to be filmed or photographed.

Should you encounter any technical issues, please contact the office and we will attempt to help rectify any difficulties as soon as possible.

Thank you in advance,

Class Teacher