

1st July 2020

Dear Parent/Carers,

Re: Virtual Circle Time via Google Meet

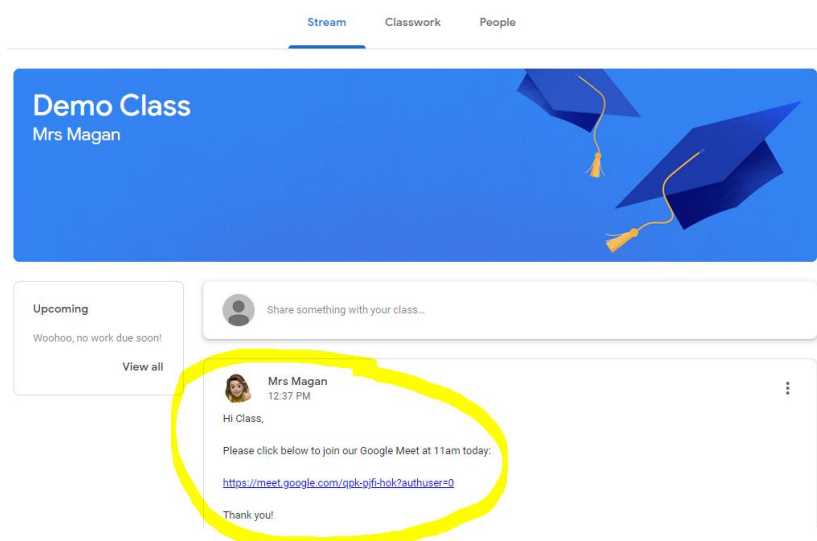
We are delighted to announce that this Friday 3rd July 2020, we will be holding our first ever Virtual Circle Time. This is a wonderful opportunity for all children (both in school and at home) to talk together with their friends and class teachers.

In order for this to be successful and **safe**, you need to ensure the following:

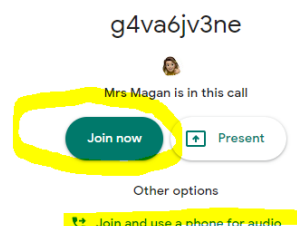
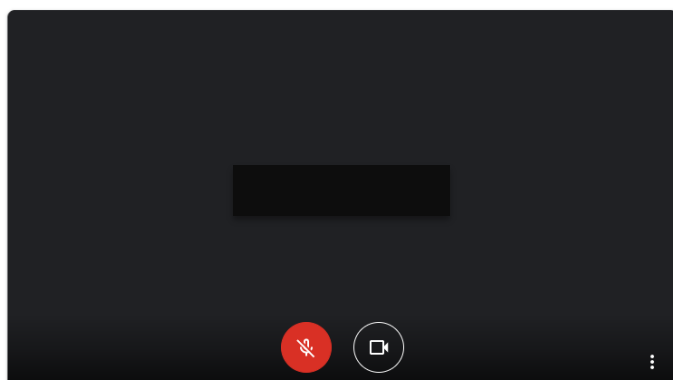
1. Parents & Carers to read and agree to our new and updated 'Acceptable User Policy' (AUP).
Click [here](#) to read this.
2. Read the EYFS/KS1 or KS2 AUP with your child and explain it to them.
Click [here](#) to read EYFS & KS1 AUP.
Click [here](#) to read KS2 AUP.
3. Complete this Google Form to accept. By completing the Google Form, you are signing and accepting the AUP.
Your child will not be able to participate without this being completed. [Click here to complete the form.](#)
4. Your laptop, tablet or phone will need to have a camera for your child to take part. Due to safeguarding, we will not be able to have children in the meeting without being able to see them.
5. **Children should be dressed appropriately e.g. no nightwear or offensive language/images on clothing.**

How will this happen?

1. Your child's teacher will put a **link on their Google Classroom stream**. Children will need to click this at the time of their meeting and they will be taken to Google Meet.



2. Once in Google Meet, click on **'Join now'**. If you are using a phone, you need to click on **'Join and use a phone for audio'**. Please note, the black screen below may look different for you.



3. You might be asked if you want to allow Google Meet to access your camera and microphone. You will need to select 'yes'.

4. Once children are in the call, teachers will support them with the rest. Meetings will last no more than 30 minutes.

How are we ensuring everyone stays safe?

- There will be 2 teachers per video call.
- Everyone will have their cameras switched on so they are visible and we know exactly who is in the call.
- You can only join the call if you are a pupil of Woodlands Academy.
- All calls are logged.
- Teachers will set rules at the beginning of the call. Anyone who is not able to take part sensibly will be removed from the call.
- Our usual safeguarding systems and procedures are in place.
- Everyone taking part has signed an AUP so that we know what to do to keep us safe.
- Children can only be in a call with teachers, they are unable to join again once the call is over or set up calls with their friends. This has been restricted on their accounts.

What time will my child's call be?

Class	Time
Nursery Damson	10.00 am
Reception Apple	10.45 am
Y1 Yew	11.30 am
Y2 Linden	12.00 am
Y3 Cherry	12.45 pm
Y4 Maple	11.00 am
Y5 Poplar	1.15 pm
Y6 Oak	2.00 pm

As this is our first time doing this, we may have some teething problems. We will work to resolve any issues that may arise in time for the next session next week. We hope to run these sessions every Friday until the end of term.

Please do contact us via office@woodlands.ealing.sch.uk or our School Text Messaging Service if you have any questions.

Thank you for your continued support.

Yours Sincerely,

Mrs Magan
Assistant Headteacher