



February 2021

Dear Parent/Carer,

At Robert Mellors Primary Academy, we would like to start delivering live meet-up sessions to enhance the Personal, Social and Emotional Development aspect of the curriculum for your children. It is our intention to use these sessions for the children to connect with one another, the teachers and the classrooms in a way which is supported and controlled by the adults in school.

Live sessions will include activities such as Friday disco, story time and circle time. They will provide a chance for the children to see one another and their teachers. There will be time to chat and enjoy some time together.

Live sessions will be optional for your children to join. The sessions will be staggered for different year groups so that they don't clash if you have children in more than one year group.

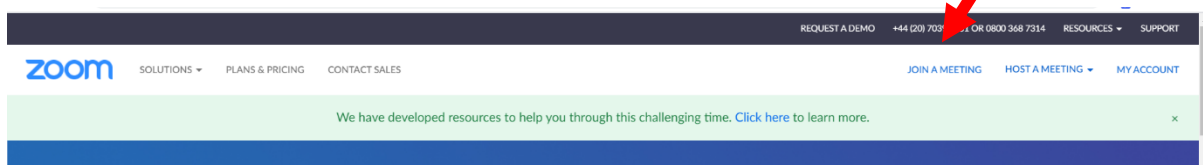
To do this we are using a platform called Zoom. Zoom is just a temporary arrangement until the Redhill Trust have set up MS Teams for this purpose. We will be using school Educational Zoom accounts for this, so you do not need to buy anything or create an account.

You must give written permission for your child to take part

Before your child is able to take part in these live sessions, you must read and agree **in writing** to the attached Acceptable Use Policy as it will help to protect you and your child. Your child will not be admitted to the live sessions until you have sent a message to your child's class teacher (via Seesaw) saying that you have read and agreed to the terms outlined in the Acceptable Use Policy.

We will always send you a Meeting ID and Passcode on Seesaw with the date and the time of the live session. We will never contact your child asking them to join a live session without you knowing, and we will never ask you to do this outside our school hours. To use the Meeting ID and Passcode for the live lesson you need to go on to Google, type in Zoom and open the page below.

Then click join a meeting.



Type in the Meeting ID. In the box below enter your child's first name and initial of their surname. This will allow the teacher to recognise your child so they can then let them into the live lesson.

Join Meeting

xxxxxxxxxxxxx

John B

Remember my name for future meetings

Do not connect to audio

Turn off my video

This will now appear and you enter the meeting passcode.

Enter meeting passcode

Meeting Passcode

Hopefully, this information will enable you to join the live lesson. We really look forward to being able to deliver our live sessions.

Yours sincerely,

Mrs Essex