



3rd July 2020



Dear Parents and Carers

We are aware that many children have not been able to see their classmates and members of staff since before lockdown. That would mean some children in September would have had limited contact with school and friends for six months.

In order to bridge this gap, we are currently setting up meetings for children within their year groups through the Microsoft Teams app. Our aim is to allow the children to be able to see a member of staff and their friends once a week for the final two weeks of term. There will be a focus to the meetings and the children will have an opportunity to discuss and share their ideas with each other.

As these meetings are being facilitated outside the classroom we must ensure that safeguarding measures are forefront to ensure that everyone is kept safe whilst engaging in a less formal setting. In order for your child/ren to participate in these meetings, we will be asking parents to agree to the following:

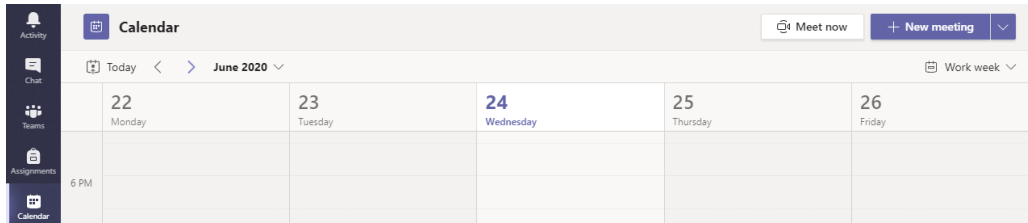
- Download Microsoft teams onto a laptop/tablet
- A parent/carer to be present throughout the meeting (these will last 20-30 minutes). Parents/carers do not need to be visible on the screen, but must be in the room whilst the meeting is taking place
- Children come prepared to the meeting with what they would like to discuss and have talked their ideas through with an adult at home beforehand.
- Children will not need to wear school uniform to the meetings, but must come suitably dressed
- Turn taking will be key in order for all the children to be heard and have an opportunity to speak to the rest of the group.
- Children need to conduct themselves in a manner as if they were at school.

How to set up Microsoft teams:



1. Download MICROSOFT TEAMS to your desktop
2. If you would like your child to participate in a Teams session, please email our admin directly: admin@highampton-primary.devon.sch.uk to give your permission. By doing so you will have agreed to the points mentioned above.
3. When we have received your permission, I will send you an invite through your email address which we have on our system to a meeting for your child to join. This will have a date and a time for the meeting – if your email has changed or is different to the one we already have please let us know.
4. You will need to accept the invite through your email in order to join the meeting.

- Once you have accepted the invite, you are all set up. Open the app and click on the calendar tab on the left-hand side of the screen.



- When you have clicked on the calendar you will see that there will be a blue box allocated on the date and time of your child's meeting.
- On the day of the meeting just open the app and click on the blue box which will then allow you to join the teams meeting

We look forward to seeing the children soon.

Kind regards

Phil Whittley
Executive Headteacher

Suggested timetable of Teams Chats (subject to change):

Week commencing 6th July

Tuesday 10.45 - 11.15 Reception
Wednesday 10.45 - 11.15 Year 2

Week commencing 13th July

Tuesday 11.30 - 12.00 Year 3
Wednesday 11.30 - 12.00 Year 4
Thursday 11.30 - 12.00 Years 5/6