



Pilsley Primary School
Station Road
Pilsley
Chesterfield S45 8EU
Telephone 01773 872378
Facsimile 01773 875792
Email info@pilsley-pri.derbyshire.sch.uk

Head Teacher: Mr N. Snape

Saturday, 06 June 2020

Dear Parent/Guardian

With the likelihood of Years 2 through to Year 5 having a delayed return to school, possibly as long as September, we would like to find a way for the children to initially connect with their current teacher and if the system works well future meetings may be conducted with their next teacher. We also hope this gives them a chance to share their experiences over the last few months.

To achieve that we would like to set up the opportunity for pupils to video conference with their current class teacher in small groups. Under normal circumstances we would use Microsoft Teams for this but we have found both local broadband and technical difficulties with this system. We have found Zoom to be more efficient and consistent, however we will need to use a password and meeting code system to ensure safeguarding needs are met. These cannot be shared.

Teachers will be sending out an 'activity' on Seesaw where parents/pupils can choose a time and day that is convenient for them to meet up online with the teacher and one other staff member. We will ask for your parent email address as a 'back up' method for us to send out the meeting code and password. If the numbers for one time slot are too high you may get allocated their second choice of time and day. The link for the meeting will be sent via a Seesaw Activity only assigned to the children in that meeting.

We have outlined a protocol below (taken from DCC and government guidance) so you understand what we would expect of the children, parents and staff to make this work as best we can. Clearly, unlike some secondary school lessons we will need the children to see and interact with their class teacher as well as each other. For that reason we are keeping the groups small and a second staff member will be online to ensure appropriate behaviour and all round pupil safety.

- Please do not share the meeting code and password – these are group specific.
- Pupils should not be in their bedroom. They should preferably be in a room with an open door so that a trusted adult can supervise.
- They should be dressed appropriately (but not in uniform).
- If possible a plain background will help.
- The staff nor pupils should NOT record the meeting. We will note time, date and participants.
- Pupils should follow the school behavioural policy, and if not may be required to leave the session.

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Staff will ensure compliance with all points in this document and with the DCC and Government Guidance.

As well as this they will:

- Ensure they are using Zoom on the school encrypted laptop and via their school email address.
- Ensure they are prepared for the session.
- Never ask anyone to share any personal information during the video session.
- Present themselves in a fully professional manner – audibly, visually and in terms of content.
- Provide the appropriate support for vulnerable and SEND students.
- That if one of the staff members has to leave the session for any reason (including technical difficulties) then the session will be brought to an end if they cannot return within a short period of time.

Please note: Your child's teacher will contact the school's Designated Safeguarding Lead (DSL) if they have any concerns about a student. Examples of potential concerns may include:

- ❖ A staff member seeing, or hearing, a concern during an online lesson.
- ❖ A disclosure made by a student.

It is purely parental choice if you want your child to participate. We are trying with these sessions to ensure the children have a connection with school and, in the longer term, help them cope emotionally with their time out of school. They will also have worries about their next teachers, etc, that they may want to explore if the initial session is successful and we meet like this more regularly.

We will be writing before the end of June with information about your child's next class teacher. There are some possible staff changes coming up in September. At this stage with children being out of school so long we need to review the class structures before making any announcements.

Kind regards



Mr N Snape
Headteacher and The Pilsley Staff Team

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