

Dear Parents,

Protocol for Face to Face Sessions

In light of current circumstances in Cornwall, whilst school is suspended, our current approach to Teaching and Learning in the Prep and Senior Schools is through a range of online learning platforms and applications. These platforms are where our students access the curriculum through teaching videos, assignments, question and answer streams and can also upload their work and receive feedback. The teaching is delivered by the teachers within these channels and they will monitor all of the work and interactions that take place.

For children in Years 1-6, prior to the Easter holidays, work was mostly set and monitored through Everest. However, we would now like to enhance our provision by providing some optional online face-to-face sessions as well as greater opportunities for 'live' interaction through the use of Microsoft Teams. Many of you will be familiar with the platform through your own work and will therefore appreciate the benefits that this will offer the children in the current situation.

In order to ensure that the learning continues in a safe and secure environment, we are asking that all children understand the rules and guidelines of the Online Home Learning Responsible User Agreement (attached) and that they agree to adhere to the points within it. Please will you read through the agreement with your child (age appropriate language will need to be used with the younger children) and emphasise the importance of the points within it. If you have any concerns or queries about the agreement, please contact either Jane Ellis-Walker or Sarah Patterson.

Thank you for your support over this period of school closure. We do understand that many of you are having to manage your own businesses and jobs whilst facilitating your child(ren)'s learning. We would appreciate it if you could continue to support their learning by:

- Providing them with a workspace that is quiet and free from distractions, with an adult nearby;
- Making sure your child is dressed appropriately;
- Ensuring that face-to-face communication is only between teachers and students; any parent to teacher communication should be in the usual manner via email or phone.

In addition, to ensure the wellbeing and safety of all our school community:

- Parents may not record, share or comment on public forums about individual teachers.

Please let your child's form or class teacher know if you **do not** wish your child to participate in face to face sessions with their teachers.

Kindest regards,

Jane Ellis-Walker and Sarah Patterson