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Interim Head of School: Ms C Mitchell  
Executive Headteacher: Mr A Evans

Friday 5<sup>th</sup> February 2021

### Class Assemblies

Dear Parents and Carers,

I hope that you and your family are well and you are keeping safe and healthy. The move to Google Classroom has gone well and many of you have expressed that finding work and interacting with teachers has become easier. Please continue to let us know if there are any questions you have about uploading work or asking for support if necessary.

Many parents, carers and children have expressed a wish to have some live interaction with their friends and teachers via videos and we are going to provide an opportunity for this each week. Next week, teachers will each host a class assembly using Google Meet. The joining details will be shared on your child's Google Classroom stream and you will see them immediately before the assembly begins.

These short assemblies will last for 20 minutes and will give the children and teachers an opportunity to interact with each other in a live format. Teachers may choose to read a story, share some excellent work or ask children questions. These assemblies are not live lessons.

We have timetabled the assemblies so that siblings sharing devices can each access their own, if possible, within your family's daily timetable. We understand that some children will not be able to join at the specific time of the assembly so we will change the time slot each week to try to include as many pupils as possible over the coming weeks.

We ask that you agree to the following before joining the class assemblies:

1. Meeting details are not to be shared with other students or parents.
2. All participants will be wearing appropriate clothing for a school event.
3. Language used must be appropriate for school (please be aware of other noises such as music or other people's conversations that may be picked up by the microphone).
4. There must be an adult in the room with the pupil although they do not need to stay on screen.
5. Choose an appropriate household location with a neutral background that does not show personal pictures or possessions.
6. To comply with GDPR and to protect all children and staff, there must be no adult or child filming or taking photographs during the session. Meetings will not be recorded.
7. There will be two members of David Livingstone staff online at all times during the meeting.
8. The chat function is not to be used during the assembly unless to speak directly to the teacher.
9. The host teacher will be the last person to leave the meeting.

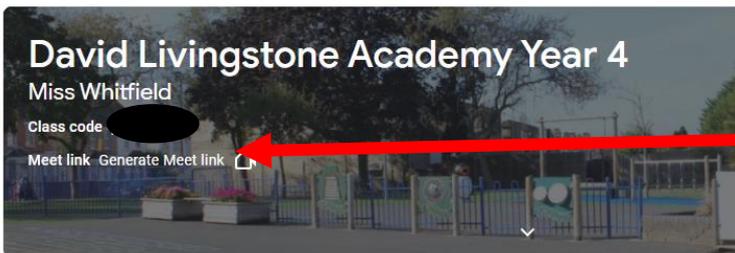
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How to join the assembly (using Year 4 as an example):



Log into Google Classroom.

The 'Meet link' will be found here. It will take you into the assembly at the arranged time. You will not be able to see the link at any other time.

Timetable of assemblies

	w/c 8.2.21	w/c 22.2.21	w/c 1.3.21
YR	Wednesday 11am	Tuesday 2pm	Monday 1pm
Y1	Tuesday 2pm	Tuesday 11am	Wednesday 11am
Y2	Tuesday 1pm	Tuesday 10am	Monday 10am
Y3	Tuesday 11am	Monday 10am	Tuesday 1pm
Y4	Tuesday 10am	Monday 11am	Wednesday 1pm
Y5	Monday 11am	Wednesday 11am	Tuesday 2pm
Y6	Monday 10am	Tuesday 1pm	Tuesday 11am

We hope that these assemblies will provide an opportunity for children to interact with their teachers and peers in real time and we look forward to seeing lots of you on screen.

Yours sincerely,



Miss Mitchell  
Interim Head of School