



2 June 2020

Dear Parent / Carer

I'd like to open by thanking you for your support and the continued support that you have given your child to engage as best they can with remote learning. I know that it has not been straightforward getting them into a good routine with home learning and keeping them motivated, at a time when they feel such uncertainty.

In line with the Government's plans for partial school re-opening, we have been planning to introduce face-to-face support for pupils in Year 10 and Year 12, whilst continuing our provision for the children of key workers and for those children who are especially vulnerable. We are now in a position to outline our plans for introducing face-to-face support for pupils in Year 12, as they currently stand.

From Tuesday 9th June 2020, the Year 12 Pastoral team will be returning to school to arrange timetabling for 1-1 video meetings with all pupils in Year 12.

Each pupil will have a 15 minute video call (platform to be confirmed nearer the time) with a member of the Year 12 Pastoral team. The meeting will be focused on your child's emotional wellbeing, how they have been coping over the last 10 weeks, reconnecting with school, and how they have been getting on with their work and any other concerns they may have.

How will the video calls take place?

In order to safeguard pupils and staff, the Parent/Carer must give prior consent to their child taking part and must be present in the house during the video call. I also want to make you aware that all video sessions will be recorded for safeguarding purposes. Please be reassured that all recordings will be held in line with all GDPR guidance and will be deleted after 20 days.

In order for your child's 1-1 meeting to place, please use the following link [1-1 video call consent form](#) to consent to the video call taking place and to indicate your preferred time slot.

Please also discuss the code of conduct on page 2 with your child, before the meeting.

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1-1 Video calling Code of conduct

1. Parents/Carers should be nearby when the lesson takes place but are not expected to directly take part in the session.
2. Parents/Carers should announce their presence to the member of staff at the start of the session.
3. Staff must wear their Toot Hill lanyard so that parents are able to easily verify them.
4. Staff and children must wear suitable clothing, as should anyone else in the household.
5. The computer used should be in appropriate area, for example, downstairs, not in a bedroom, and the background should be blurred if possible.
6. The live session will be recorded so that if any issues were to arise, the video can be reviewed.
7. The live session should be kept to a reasonable length of time, no longer than 15 minutes.
8. Language must be professional and appropriate, including any family members in the background.
9. Staff must only use platforms provided by Nova Education to communicate with pupils
10. Staff should record the length, time, date and attendance of any sessions held.

Please note that all of the above is subject to further announcements and guidance from the Government. You will receive further communication regarding partial school opening for Year 12 in due course.

Yours sincerely

Miss P Coates

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Head of College