



Monday 6<sup>th</sup> July 2020

Dear Parents/Carers,

### **FAREWELL YEAR 5**

We are deeply missing our Year 5 learners and school is just not the same without everybody being here together. As we quickly approach the end of the Summer Term, we could have never predicted this unusual end to the school year. This is not the way we would have wanted the last few weeks of our time together in Year 5.

We feel it is important for the children to have the opportunity to be together as a year group, one last time with their current teachers. On Thursday 16<sup>th</sup> July, the Year 5 teachers are going to be hosting a live 'Farewell to Year 5' event on Cisco Webex for all children. This will be a lovely opportunity for all of Year 5 to come together, see each other live and take part in a farewell activity designed by the teachers.

<b>When</b>	<b>Class</b>	<b>Teacher</b>	<b>Time</b>
<b>Thursday 16th July</b>	5V	Miss Forsyth	10:00
	5W	Miss Murphy	10:45
	5X	Mrs Swart	11:30
	5Y	Mrs Terry	12:15
	5Z	Miss Berry	13:00

Cisco Webex is a secure platform for video conferencing and online meetings. You can access Webex from a tablet, computer or phone by following a secure link which will be emailed out to you the Friday before the event. Each session will be no longer than 30 minutes and we ask that you arrive promptly for the indicated start time.

We ask that before joining, you take the time to read the below expectations and share these with your child. This will ensure all participants are aware of the online safety behaviours expected during this live event.

- Parents and Carers are responsible for supporting and supervising their child whilst online.
- We ask that you are present during the event. Please note, you do not need to be on screen but we do ask you are in the same room.
- When joining the event please sign in with your child's full name in order for the host to identify all participants.
- Please be mindful of the background of your livestream, making sure this is appropriate – No bedrooms please.
- Cameras need to be on - we need to be able to see all pupils.
- All pupil's microphones will be muted so all participants can hear the teaching team.
- Pupils are not permitted to capture images or take still photography of anyone during the event.



- Pupils should be appropriately dressed when on camera- this extends to the adults supervising.
- Pupils are not allowed to share their screen, rename themselves or use the chat feature during the event.
- Usual standards of behaviour are expected for online interactions as in face to face sessions.

By accessing the event through the secured link parents accept full responsibility for all that occurs during the time of meeting. In line with our Safeguarding procedures all live events will be recorded. By joining the event you give permission for your child to attend and for the event to be recorded. **Please log onto your Parent Pay account to confirm attendance by Thursday 9th July 1pm.**

In addition to this, we hope you enjoyed getting to know your Child's new class teacher through their introduction video emailed to you earlier this week. As staff, we have been carrying out transition meetings, ensuring all information regarding your child is handed over to their new teacher, ready for when your child returns in September. We plan to hold a meet the teacher event early on in the Autumn Term, this will be an opportunity for you to meet the teacher, ask questions and share any concerns you may have. If you feel that you urgently need share information with your child's new class teacher before September then please do get in contact with them.

Thank you for your continued support and co-operation in ensuring this 'Farewell Event' is a success for all and a great way to mark the end of the year. We will email again on Friday 10th July with details of the link and how to access the event online. We look forward to seeing many of you then.

Yours sincerely,



Miss J Palmer  
Head of School