



HEADTEACHER: Mr A.G. Neenan  
Cross Lane, Great Barr, Birmingham, B43 6LN  
Tel: 0121 357 3216 Fax: 0121 358 5523  
email: [headteacher@holynamesandwell.sch.uk](mailto:headteacher@holynamesandwell.sch.uk)  
website: [www.holynamesprimary.co.uk](http://www.holynamesprimary.co.uk)

"With Jesus as our guide; we love, live and learn together."

Thursday 21<sup>st</sup> January 2021

Dear Parent

### LIVE CLASS ASSEMBLIES

We are really looking forward to seeing our pupils online for their live class assemblies which start next week.

Please see the dates and times below:

	Monday 25 <sup>th</sup> January	Friday 29 <sup>th</sup> January
9.00 – 9.30am	Year Two	Year Three
9.45 – 10.15am	Year Six	Year Four
10.30 – 11.00am	Year Five	Year One

Please be prepared to join 5 minutes before the meeting starts.

The safety of our pupils and staff is paramount. Therefore, we need you to read the below agreement and complete [the consent form](#) to acknowledge that you have read and agree to your child taking part in the live assembly.

**Please note: we require all parents to complete the consent form, regardless of whether your child is currently at school or at home.**

During the assembly, your child's class teacher will:

- Provide an opportunity for the children to have a chat to each other.
- Lead an act of collective worship.
- Share a short gospel reflection / inspirational quote or poem.
- Praise pupils who have impressed them throughout the week, where pupils will be entered a raffle to win a prize when we are all back in school again.
- Share the leadership boards for online tools such as: Times Tables Rock Stars, Reading Plus & Spelling Shed.
- Play a short game.
- Share an online safety message due to the increased time pupils will be spending on their devices.

For instructions on how to access the assembly via Teams, please view page 3 of this letter or click '**HOW TO JOIN YOUR CLASS ASSEMBLY GUIDE**' on the 'Home Learning' page of the website.

Please complete the consent form by Sunday 24<sup>th</sup> January so that pupils with permission may be permitted into the meeting.

We look forward to seeing so many friendly faces next week!

Yours sincerely

Mrs E. Chapman

# LIVE CLASS ASSEMBLIES HOME-SCHOOL AGREEMENT

**To ensure the safety of our pupils and staff during live assemblies:**

- Pupils should be **fully dressed** when participating and ensure clothing is appropriate & non-offensive e.g. not wearing sleepwear.
- There should be **no recording** taken from the meeting.
- **Notify the class teacher** of any issues they are aware of which may affect the session (including the security and safety of those involved).
- If the member of staff considers there to be a **breach of safety**, they may **end the meeting** for all pupils or just the individual presenting the risk.
- Where possible, **pupils should be in a communal room** (e.g. lounge/ dining area) in a quiet corner. If this is not possible, we ask that a parent is near enough to be able to hear/see what is going on **without participating** in the meeting.

## GENERAL EXPECTATIONS

Pupils will...	Parents will...
<ul style="list-style-type: none"> <li>• <b>Attend the whole session</b> unless agreed otherwise.</li> <li>• Switch <b>cameras on</b> and keep microphones on <b>mute</b>.</li> <li>• Check what is in camera view to ensure that nothing is on show that you do not wish to be shared.</li> <li>• If your camera is not on, ensure that <b>backgrounds</b> and <b>profile pictures</b> are appropriate.</li> <li>• Follow <b>behaviour expectations</b> that would be in place in school and the rules shared by the class teacher e.g. raising hand up if they wish to speak, ask a questions or request to be taken off mute.</li> <li>• Be <b>respectful and polite</b> throughout the meeting to all members participating by giving their <b>full attention and focus</b>, in the same way as if they're attending face-to-face learning in person.</li> <li>• Pupils <b>must listen to instructions</b> and enable or disable their microphone when requested.</li> </ul>	<ul style="list-style-type: none"> <li>• Act in accordance with the Home Learning Agreement by supporting school in implementing expectations of behaviour and reminding children when appropriate.</li> <li>• Ensure pupils are fully dressed.</li> <li>• Ensure that children are present and punctual for the class assembly.</li> <li>• Ensure that pupils camera background / profile pictures are appropriate.</li> <li>• Be present in checking up on children while using technology online.</li> <li>• It is not appropriate for parents/carers to take part in audio/video conferencing unless invited to do so.</li> </ul>

**At the start of the assembly your child's class teacher will:**

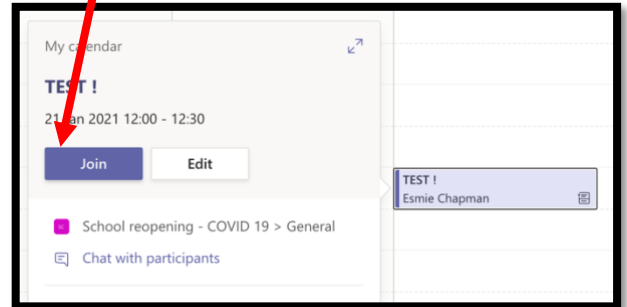
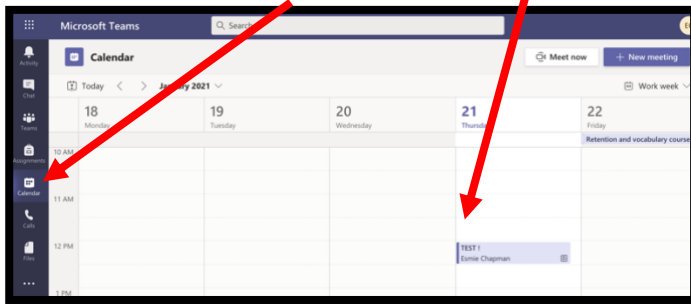
- Model how to access the basic functions within teams such as switching the microphone on and to mute (for pupils).
- Ensure that everybody understands the rules regarding safeguarding and confidentiality and that they recognise no recordings/pictures (screenshots) are permitted.
- Remind pupils of expectations during the live assembly (listed above).

# How to access your Class Assembly via Microsoft Teams

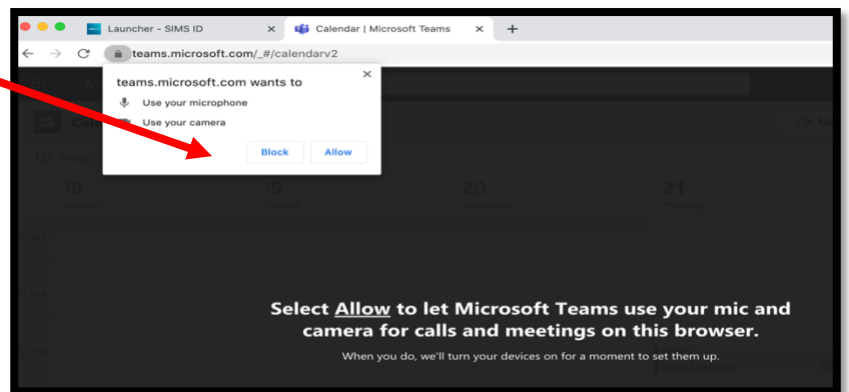
- 1) Within the **general chat** you will see a message from your class teacher who has scheduled a meeting which will be titled **“Class Assembly”**



- 2) Or you can click **‘Calendar’** and see the **meeting title**, then click **‘Join’**:

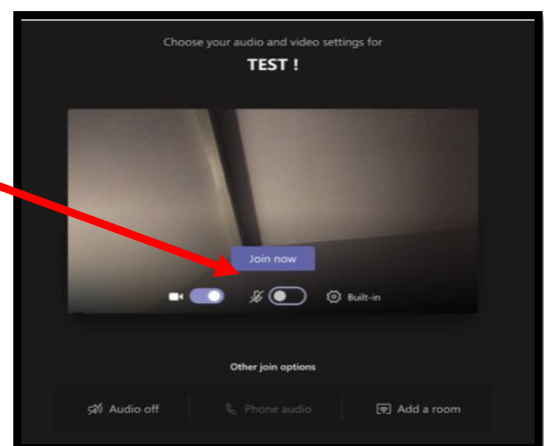


- 3) Make sure you click **‘allow’** as this will allow your device to use the microphone and camera which you will need for your assembly:

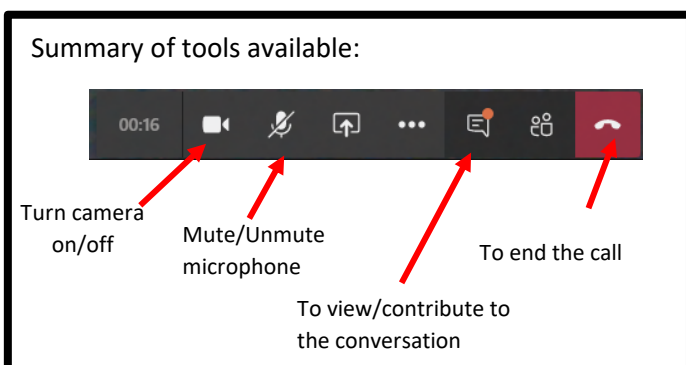


- 4) You will then be taken to a screen where you can see yourself in the camera:

- First, check your camera background is okay.
- Then mute your microphone by clicking here.
- Finally, click 'Join Now'



- 5) Upon clicking 'join now' you will be put in the waiting room which Teams calls the 'lobby'. Your teacher will allow you to access when the assembly starts.



Please join 5 minutes before the assembly is due to begin so that you are ready to start and we can try to deal with any problems, should they arise.

Thank you.