

Dear Parent/Carer,

As all of our students will be working virtually from home this week (and many next), and with the increased use of Google Meets to facilitate virtual learning, please can we ask for your support in ensuring that lessons continue to be a productive learning experience for staff and students.

I have attached both our **Student Participation Agreement** and **Parental/Carer Support** policies, which I ask that read through with your child.

Your support is very much appreciated.

**Student Participation Agreement:**

- All lessons will be recorded for safeguarding reasons.
- Make sure your video is turned off (this should be the default setting on your Google Meet). Switch on your video only when instructed to do so by the teacher.
- Ensure your audio is muted when the teacher is talking.
- Ask questions using the chat function. The teacher will address these questions as soon as reasonably possible.
- We expect you to uphold the same standards of conduct and behaviour during live lessons. This includes appropriate language in both verbal and written communication in the chat function.
- Please adopt an appropriately formal and respectful tone of address when communicating with staff via email and in Google Classroom.
- Do not share the meeting code with anyone.
- Please bear in mind that contact hours for school staff via email are between 8:30am and 5:30pm. Emails that you want to send outside of those hours should be scheduled.
- Whilst students aren't expected to wear uniform we would expect you to be appropriately dressed and presented when attending your lesson.

**If you cannot adhere to these guidelines, your teacher will terminate your connection to the Google Meet.**

**Parental / Carer Support**

- Parents / carers are asked that all children should be reminded of the school's Student Participation Agreement.
- Where possible, ensure that a young person is able to maintain a regular and familiar routine.
- We recommend that as far as possible a remote learning day mirrors the 'school day', maintaining a similar structure.
- Parents are encouraged to support their children's work, including finding an appropriate place to work and, to the best of their ability, support pupils with their studies, encouraging them to work with good levels of concentration.
- Parents / Carers are asked that whilst we would appreciate support with the above they are not participating in a child's Google Classroom or making themselves visible on Google Meet.
- Any questions or concerns regarding a child's work should be addressed to the school with an email to [enquiries@bexleygs.co.uk](mailto:enquiries@bexleygs.co.uk)
- Please bear in mind that contact hours for school staff via email are between 8:30am and 5:30pm.
- We understand the difficulties of all families in isolation needing to access screens and work from home. Should there be an issue with submitting a piece of work on time please ask your child to politely inform their teacher by email.
- Should accessing work be an issue, parents should contact the relevant Director of Studies promptly to discuss alternative solutions that may be available. These will be addressed on a case-by-case basis.