

The Priory School

West Bank, Dorking, Surrey RH4 3DG

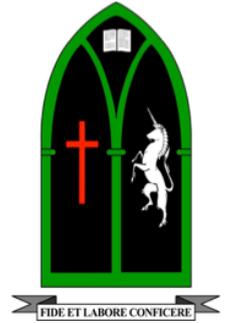
A Voluntary Aided Church of England School

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Headteacher: R Gibb BMus, MEd



30 March 2020

Dear parents and carers,

It has been superb to see the excellent degree of engagement from many of our students with their learning via SMHW in our first week of remote learning. I understand from many of our teachers there has also been some really good work being submitted. Thank you for all that you are doing at home to support us with this. We do appreciate that there are sometimes many logistical and practical challenges that you are managing, if you do have any challenges please contact your child's subject teacher or myself who will endeavour to help.

As we move into this second week we have set up the possibility of our staff linking with students via a class chat room in Google hangouts including the option of video conferencing. Some of our staff may use this as part of the remote learning that your child is now doing. Google hangouts will allow students to engage in live dialogue with their teacher and other students. This means the teacher and students can type questions and get responses in real time, it will also hopefully help to facilitate classroom discussions. If a teacher opts to run a video lesson, students can either join by using video or, if they would rather, only enable sound so they cannot be seen.

If students are invited to use a chat room as part of a lesson students need to be clear that they must operate according to the school's acceptable use policy. Primarily this means that what they post and say must be appropriate, relevant and non-offensive. I will be reminding students to communicate in the chat room in the way that we would expect them to communicate face to face. All threads and videos from chat rooms are stored and comments are all traceable back to the student who posted them.

Staff will let students know if they are hosting a chat room/ video lesson for their class or group and when it will take place. This will be communicated via Show My Homework or direct email and will tell students the date and time of the live group. In order to join, students need to follow the instructions that they will be provided with and as are listed below;

1. Go to the google suite and select hangouts.
2. A dialogue box will appear when the teacher opens the chat room.
3. Read what the teacher writes to you.
4. Add your own comment in at the bottom of the dialogue box and press enter.
5. This starts the thread off and you will be able to see everyone's comments and join in with the rest of the class.

1. To join a video conference, go to the google suite and select hangouts a few minutes prior to the session.
2. When prompted, select either the video icon or the phone icon depending whether you want to be seen or not.

I sincerely hope that this tool will add to our capacity to work together to develop our remote learning community and facilitate the excellent progress and wellbeing of all our students.

Kind regards,

Mr Phil Harrison
Assistant Headteacher and Head of Priory6

