3rd June 2020

Dear Parents/Carers

On Tuesday 9th June at 9.30am I would like to invite your child to participate in a Zoom session with myself, Mrs Wilkinson and the rest of Jaguar Class. Mrs Wilkinson and I feel that this would a great opportunity for the class to come together and see each other again. We will plan to have a 30 minute session where children will be able to share their experiences over the past couple of months and we will also have a scavenger hunt. I feel it would be a great opportunity for us to come together as a class during these uncertain times.

If your child is in a Key Worker bubble and will be in school on Tuesday then we can arrange for them to use a school computer to access the session, if you would like them to access the session.

If you do not have the app already, you will need to download it for your child to be able to access the meeting. It can be downloaded from The App Store or Google Play and can be used on mobile devices, tablets or laptops.

You will receive the room number and password through the AstreaApp. Please do not share this link and password with other people. If you delete the information, please contact admin@astreacastle.org who will resend the information.

Important Information to Promote Safeguarding

Safeguarding is important and we have chosen Zoom as it allows us to use certain features to ensure that the sessions are safe for your children.

- A username and password will be messaged out and we will be operating a waiting room system.
- Lessons will be recorded for safeguarding reasons; this will then be stored on the secure school network .
- Children should not access the meeting without parental permission.
- A parent or responsible adult should be in attendance at all times.
- We ask that the children are in a communal room and not in bedrooms when on Zoom.
- No screenshots or photos of the room or the participants.
- There will always be 2 members of staff on the call at one time. If for any reason 2 members of staff cannot be on the call then the meeting will be ended.

Yours sincerely,

Mr Smith