



Thursday 14th January 2021

Dear Parents and Carers,

We have continued to review our remote learning opportunities for all children at St. Stephen's over the past week and there are some refinements we have made which we would like to communicate with you in this document. **Separate further information regarding the timetable for remote live learning opportunities in Reception will be shared by the end of the week (Friday 15th January) due to staffing considerations that need to be made.'**

What's new?

1. **Daily live 'Morning Message'** - each morning, at 8.30am, there will be a Google Meet for all of the children in your child's year group. This will be a chance for the children to go through their timetable for the day with their class teacher, receive any important information about their learning, seek clarification on anything and also get to see their friends too! This will be recorded and uploaded onto your child's Virtual Classroom on Google to refer back to throughout the day.
2. **Daily live 'Help Desk'** - each day, for 30 minutes, there will be a live help desk that your child can attend where a member of staff in their year group will be there to help them with any questions they may have about their learning. We will be able to support them with any difficulties that have arisen for them in their remote learning that day. If a member of staff feels they would like your child to attend the live help desk to support them with something specifically, they will notify them on the class stream.

Where possible, we will endeavour for these to be delivered daily. However, if staffing is impacted by sickness, we may not be able to run the live sessions on a given day and be required to pre-record them instead. These sessions are not statutory. They are an optional extra on top of our pre-recorded lessons. We understand the pressures of home schooling and working from home and realise your child may not be able to attend every live session.

Key Dates and Times

- Both the daily live help desk and the live morning message will begin for Reception to Year 6 from Tuesday 19th January 2021.
- The live daily morning message will be at 8.30am for Reception to Year 6.
- Your child's class teacher will confirm the time of the daily live help desk for that day in the live morning message. Where possible, the live help desk will remain at the same time every day to allow for staff, parents and children to organise their working days in advance.

We ask that you read this document carefully to support your child effectively with remote access to the daily morning message and live help desk.

Please refer to the [Google Meet Protocol document](#) for an overview of the guidelines for students, staff and parents in the St. Stephen's community. In addition, [please click here](#) to read our 'Top Ten Tips' for Remote Education to support you and your child at home.

Using technology safely to support your child

To ensure we keep all members of our school community safe, we have taken a number of measures when deciding to integrate live sessions into our remote learning plan. This information is included throughout this document and in the aforementioned [Google Meet Protocol document](#). Please read the Google Meet Protocol document carefully for all of our guidelines that must be followed in order to protect all members of the St. Stephen's community.

Please [complete this Google form](#) for your child as soon as possible.

This must be completed by Monday 18th January at 12pm.

If this form is not completed, your child will not be admitted into any Google Meets by a member of the St. Stephen's staff.

How to access Google Meets for the daily 'Morning Message' at 8.30am and the daily 'Live Help Desk'

This section will outline how to support your child in accessing the daily live sessions that are available to them.



What will you need?

- A laptop or home computer with the latest version of Google Chrome. Other web browsers will be okay. Please be aware: sessions can run on iPads too but a laptop or home computer might be easier for your child.
- Your child's Google login details and access to your child's Google Classroom.

Setting up your sessions - what will you need to do?

1. Load up your computer or laptop.
2. Ensure your child can sit their session somewhere quiet so they can hear their teacher clearly.
3. Open Google Chrome or other web browsers and go to www.googleclassroom.com. Click 'Log In' or enter your child's Google Classroom.
4. At the top of your Child's class 'Stream' you will see a link to securely join a Google Meet for the meet.
5. Your child will need to wait to be admitted by a member of the St. Stephen's staff. Please remain with your child until you know they have successfully joined the meet with the class teacher. You do not need to remain with your child when they are on the meet.

Important - a safeguarding reminder

- When your child joins **any** meeting, please make sure that they **have selected a background for their camera display**. [Please watch this short video to help you.](#)
- Your child must have their **microphone off** when they join a Google Meet. During the live morning message and the live help desk, a member of staff will let a child know if they can unmute themselves.

[Please watch this short video that explains how to join a Google Meet in your child's classroom.](#)

[Please click here to read a 'Guardian's Guide' to introduce you to what Google Meet is.](#)

How to access use 'Mote: voice notes and feedback on Google Chrome and in the Google Classroom

**What is mote?**

Welcome to mote: the first Chrome extension that lets you easily add voice comments and feedback to shared documents. Mote is integrated into Google Docs, Slides and Sheets, as well as Google Classroom, for easy recording and playback. In addition, Mote supports transcription in more than 20 world languages, including English, Spanish, French, Portuguese and Arabic. [Please click here to watch an introductory video about what mote is.](#)

How will we use Mote for teachers?

- Ask students questions and provide feedback, quickly and with the feeling of human connection. Whether you're at home or in the classroom, mote helps educators and students to stay connected.
- Add voice comments within Google Classroom's Stream and Private Comments views, as well as within Google Docs, Slides and Sheets.

How can students use Mote?

- Students are now welcome to use mote to connect with their teachers.
- Students can also react to teacher feedback and comments to let teachers know that they've understood and will action feedback, or that they need more help.
- Any inappropriate use of this feature will lead to students being suspended from commenting on their class stream.

How can I make sure that my child can start using mote to send their voice notes and feedback?

We have made a very short video that shows you how you can add the mote extension to your Google Chrome browser so that your child can use this tool. [Please click here to watch the video.](#)