



# Byfleet Primary School

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Headteacher: Mrs C Meyrick



6<sup>th</sup> January 2021

Dear Parents/Carers,

We wanted to thank you for working so hard with your child to use Google Classroom for the first time today. We hope that you found it easy to navigate and know that we are here to help you if you need any support.

We would like to introduce the teachers taking a 'register' each day in the morning to start your child off with their learning. Each morning, teachers will invite the children to a 'Google Hangout' live video to take the register and greet your child with a smile and talk them through the day's activities. We hope this will also give parents/carers and children an opportunity to ask any questions they may have for the teacher regarding the learning.

The Google Hangout code will be uploaded to the Google Classroom 'stream' a minute before the register is due to be taken. Please click on the link and join the live morning video:

Reception/Year 1/2: 9.00am

Year 3/4: 9.10am

Year 5: 8.45am

Year 6: 8.40am

All Google Hangouts are recorded for safeguarding purposes. By joining the call you are agreeing for your child to be recorded. This recording will never be distributed and only used for the purpose of safeguarding. If you don't wish for your child's face to appear in the Google Hangout, please feel free to turn your camera off. The children working at home will only see the children who are currently being educated at home as the children in school will not join this register call. All other Google Hangouts will involve all of the children in the class.

When children join the call, please can all microphones be muted to stop any echo feedback. Class teachers are looking forward to teaching your child how to navigate using this new technology and look forward to seeing your child each morning.

We look forward to seeing all of our children tomorrow on their register Hangouts.

Kind regards,

**Mrs Cheryl Meyrick**  
Headteacher