



Scoil Mhuire gan Smál
Cill Choirle
Dundalk
Co. Louth

Roll No. 16749B

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5th February 2021

Dear Parents and Guardians,

In response to the extension of the current school closure period, we intend to run class group sessions using the Zoom platform on a pilot basis on Friday 12th February. It is our hope that these sessions will help our pupils connect with their teacher and with each other and contribute to their wellbeing at this time.

Your child's teacher will share the Zoom invitation via the class Seesaw group. The sessions will be optional, and will take the format of group discussion meetings. It is important to note that *these sessions are intended to supplement*, not replace, the pre-recorded lesson videos that teachers are currently uploading to the Seesaw platform. Your child will not miss out on curriculum if s/he is unable to participate in the Zoom session for any reason.

To keep both staff and pupils safe, I would ask you to adhere to the following guidelines:

- Please ensure that your child is sitting in a **communal room** (i.e. living room or kitchen), with a **parent or other supervising adult present**. A child should not participate in the zoom sessions from a bedroom.
- Please ensure that your **child's own name** is used when joining the meeting, so that it is easy for Class Teachers to identify the child before admitting him/her to the meeting.
- The Class Teacher will ask participants to turn on his/her video and to keep it on for the duration of the meeting. **If a child turns off his/her video, the teacher will immediately remove him/her from the meeting.**
- The Class Teacher will have control of all microphones during the session and will be responsible for choosing who speaks at any given time.
- **Under no circumstances can the live sessions be recorded, as this is in serious breach of GDPR and Child Protection rules. Disciplinary action will be taken should recording take place.**
- **If a child engages in inappropriate behaviour, s/he will be immediately removed from the session, and contact will be made with the child's parents.**

We have added a consent form to our website which you should complete prior to 12th February (the link will accompany this email/letter and will also be sent via the text-a-parent app). If you prefer, you may respond to this email. If we do not have your consent prior to 12th February, your child will not be permitted to join the sessions.

We look forward to engaging with your children in a safe manner during these sessions, and as always, we appreciate your support as we work together for our children.

Is mise le meas,
Donna Kirby