



20 January 2021

Dear parents and carers,

I hope this letter finds you well and that you have found the move to Teams smooth. We are delighted to be able to respond quicker to the students in their efforts when working at home.

We are aware that whilst students are accessing lessons successfully, we are all feeling the difference of not being able to meet collectively. We are therefore setting up Tutor Meetings every week to allow students to check in with their tutors, and a small group from their tutor groups for a short meeting focused on wellbeing. From Monday 25 January, students will be scheduled into a Tutor Meeting through Microsoft Teams. The sessions will work best through the app as students will be able to see all participants, whereas the browser version will only allow them access and visuals for the person/s talking.

We understand that the meetings may stir a range of feelings from the students from excitement to nerves about being seen over the screen. We would invite all students to opt to have their cameras on but if they feel that they are unable to do this we would still encourage them to join in to hear from their peers/friends and to take part. They may then grow in confidence and choose to switch the camera on at a later point. All meetings will be run in groups and be managed by their tutor.

We would ask that you talk to your child about the following expectations in order that they are able to behave appropriately during the live sessions:

1. Students must ensure that they are fully and appropriately dressed when attending a meeting.
2. Students should use the mute button when other people are talking to minimise any background distractions interrupting the meeting.
3. Students can use the 'hands up' button if they wish to get their teacher's attention.
4. Students must be using their devices in a family shared space.
5. Students should limit distractions where they are meeting (although we appreciate this can be difficult in shared spaces).
6. Students should talk to everyone politely and with kindness.
7. Student need to be aware that all messages are saved and stored by the school.
8. Students must behave responsibly, as any inappropriate behaviour will be reported to their parents.
9. Students must not take photos/videos/screenshots of meetings for any use.

Further information about staying safe online can be found within our Online Safety Policy available on the school website or through the NSPCC Website Online Safety guidance.

Your child will receive an invitation from their teacher for a group meeting shortly. This meeting will then run at the same time every week. To join the meeting they can access it through their calendar in Teams or through the Tutor Group Team located within their teams. If your child encounters any IT/technical issues, please have them email [networkhelpdesk@kingscollegeguildford.com](mailto:networkhelpdesk@kingscollegeguildford.com). If your

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child encounters difficulties navigating the Teams program to access the live meetings they should email their form tutor in the first instance.

Finally, thank you for all of your support in the movement to online learning. We cannot wait until we can welcome your child back into school to connect with the wider Kings community. Should you have any questions or concerns regarding the information in this letter, please email me at the address below.

Yours sincerely,

Mrs M Robberts  
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