

19 June 2020

Dear Parent / Guardian

I write to you at the end of the first week of our year ten students returning to lessons in school. It has been great to see them again, the students have been outstanding in their engagement with the teaching. They have been making the most of the opportunity to meet again with friends and peers whilst always maintaining the social distancing to which we have all become accustomed.

We can now enable the cameras on all the student chromebooks following a key update to the chromebook management software. This will occur from Monday, in live lessons as appropriate, teachers will utilise the ability to see the students and their work. In subjects such as Food and Nutrition, Music, Design Technology and Art, being able to see the students perform and see the fruits of their endeavours will be useful to us in giving detailed feedback.

We have produced a detailed safeguarding protocol for staff and also a [version](#) for parents and students. Similarly to other devices in your homes, the cameras will only work when being used, however we are aware that when a live lesson is occurring there will be a live camera in your home. Please follow the protocols for these lessons so that we can operate these lessons without an inappropriate incident occurring.

Tutors will be able to use the cameras to hold virtual tutor meetings with a focus on student wellbeing, this may occur in small groups or in whole tutor groups if the technology allows. The joining code for these meetings will be shared in google classroom similarly to the live lessons.

Teachers have been directed to record live meetings when only one student is present for safeguarding reasons, they will always inform the students when they are recording a lesson. Teachers may record live lessons when more students are online.

These recordings are held in the staff member's google drive only for the purposes of having a record in the event of a safeguarding issue arising in relation to that lesson or meeting. These recordings will be deleted 14 days after the lesson occurs, they will not be made available to any other individual apart from the recording teacher unless an investigation is required.

Yours faithfully



Mr S Dallimore
Headteacher



Stiby Road, Yeovil, Somerset, BA21 3EP

Telephone: 01935 423747 Fax: 01935 411340 Email: office@westfieldacademy.co.uk