

## People Directorate

### Head Teacher: Karen Butler

Alloway Primary School  
16 Doonholm Road  
Alloway  
Ayr  
KA7 4QQ

Tel: 01292 612490 Fax: 01292 441802

Email: [alloway.mail@south-ayrshire.gov.uk](mailto:alloway.mail@south-ayrshire.gov.uk)

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Dear Parents/ Carers

### Alloway Primary School Team Meets

Class teachers may have already organised Team Meets to check-in with pupils. Here is some guidance. We will keep reviewing the success of these meetings. Please rely on our filmed teaching sessions to support learning. You can look over these several times at any time with your child if they need to go over things again.

#### Prepare for the session:

- Be online 5 minutes before the start of the session.
- Ensure you have jotters/pens/paper or anything else your teacher has asked you to have with you. We prepared you a pack this term which hopefully you have now.

#### Prepare Yourself:

- Choose an appropriate area in your home to join the session, ideally somewhere quiet.
- Ensure you are appropriately dressed - your teacher may ask you to turn your camera on or off so please follow their instructions.

#### During the Lesson:

- Mute your microphone unless instructed otherwise by your teacher. You might find your teacher can mute you.
- Pupils can blur their background or add a background from the gallery by clicking on the three dots at the top of the screen. Please think carefully about a suitable background.
- Unmute to contribute to the session but remember to mute again when you are finished speaking.
- Use the chat typing facility to ask/answer questions. Make sure you type in the manner you speak in school with manners.
- School rules regarding behaviour still apply in Team Meet sessions and if a child uses inappropriate language they will be removed from the virtual meeting immediately.

#### Parents please note:

- Staff are willing to engage in Team meets that are live and should not be recorded in any way. Please also see letter from Douglas Hutchison attached who is Depute Chief Executive and Director.
- Adults in the house should not sit in on the Team Meet and should not appear on camera. P1/2 children can be supported by an adult off screen until they master this.
- Some children who already require additional support and are already on formal action plans and targeted paper work shared with parents, may be offered additional team sessions with particular staff if we have the capacity to do so - please do not expect this weekly as this may not be possible.

We are all trying our best and that surely is good enough. Some days will go better than others so please do not stress or let any of this upset you - just do what you can and the children will amaze you with their technical skills anyway. Please only concern yourself about your own child's team meetings.

We will do what we can, when we can - it is important to note that most teaching staff are working from home with children there too so they may reschedule meetings at times if necessary.

It is a very challenging time indeed but we will get through this so long as everyone is safe and well.

I will organise my own Team Meets over the next few weeks with Primary 7 to talk to them about Transition to s1 so look out for invites. I hope p7 parents completed the form I sent out about transfer to academy.

I am missing the children so much and usually would know what they did over the Christmas holidays and hear about their holidays and presents.

I have managed to catch up with children who are using the child care hub this week and last.

As of next week parents who are only working a half day should call the office to arrange to collect their child from the school between 12.30 and 1pm. This will allow us to keep our numbers as low as possible in the hub and ensure that anyone who is at home has their children with them. Please stick to these times so we can staff this arrangement.

I wish you all the very best of health and look forward to seeing all the children on Teams next week.

Yours sincerely

Karen Butler