



Monday 15th June 2020

Dear Parents/Carers,

We would like to give pupils who have not yet returned to school the opportunity to meet virtually with their peers and a member of Westfield staff. To do this we will be using 'Google Meet' to safely host a virtual meeting where members of the class can catch up with each other.

We have set up usernames and passwords for each child through our Westfield domain. Individual passwords will be sent out to you via text message over the next few days.

To access a meeting, with the support of an adult, children will need to:

1. Go to [Meet.google.com](https://meet.google.com)
2. 'Sign in' with their username which is their first initial and last name @westfield.staffs.sch.uk e.g. j.smith@westfield.staffs.sch.uk this is in the top right hand corner of the screen
3. Type in their password which has been sent via text message
4. Click 'start' or 'join' meeting
5. Type in the meeting nickname (see below)
6. Click join

It is important to only use these credentials rather than your own gmail account as all external email addresses have been blocked to ensure that the meeting rooms are safe.

Day:	Time:	Group:	Meeting name:	Staff member:
Mondays (Starting from 22 nd June)	9.30am	Reception pupils	Reception	Mrs Powell
Mondays (Starting from 22 nd June)	1.30pm	5D	5D	Miss Malin
Mondays (Starting from 22 nd June)	2.30pm	5M	5M	Miss Malin
Tuesdays (Starting from 23 rd June)	9.30am	3B	3B	Mrs Anderson
Tuesdays (Starting from 23 rd June)	10.30am	3C	3C	Mrs Anderson
Wednesdays (Starting from 17 th June)	9.30am	4P	4P	Miss Thompson
Wednesdays (Starting from 17 th June)	10.30am	4S	4S	Miss Thompson
Thursdays (starting from 18 th June)	9.30am	2B	2B	Miss Breakspeare
Thursdays (Starting from 18 th June)	10.30am	2E	2E	Miss Breakspeare
Thursdays (Starting from 18 th June)	1.30	Year 1	Year1	Miss Breakspeare
Fridays (Starting from 19 th June)	9.30am	6M	6M	Mr Morgan
Fridays (Starting from 19 th June)	10.30am	6J	6J	Mr Morgan
Fridays (Starting from 19 th June)	9.30am	Nursery	Nursery	Story time with Mr Horton

Email: office@westfield.staffs.sch.uk
Tel: 01902 892143
Website: www.westfield.staffs.sch.uk
Headteacher: Emma Lote

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WV5 8BH



Google Meet will enable a whole class to be online together, however, you will just see 8 people on your screen, which alternates to different individuals throughout the meeting depending on who is speaking. Even though you will only see 8 people at a time, everyone can hear each other and have the opportunity to speak if they wish.

Children in Years 2, 3, 4, 5 and 6 who are already in school on the day of the meeting will be accessing the meeting whilst in school.

The first session will be an opportunity for children to 'show and tell' something that they wish to share with their class; sessions will be around 30-40 minutes. We hope that you can join us and look forward to seeing lots of you soon!

Yours sincerely,

A handwritten signature in black ink that reads 'Louise Thompson'.

Louise Thompson
Deputy Headteacher

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