



**MAIDEN ERLEGH**

**SCHOOL IN READING**

Headteacher: Mr A. Johnson  
BA, MSc, NPQH

81 Crescent Road,  
Reading, RG1 5SL

0118 966 8065

MERoffice@maidenerleghschool.co.uk

www.maidenerleghschoolreading.co.uk

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Dear Parent/Guardian,

During the school closure, work will be set for students using Classcharts and Google Classroom.

Those students who do not have access to the internet will be given or sent work to complete and return. Please contact the school office [MERoffice@maidenerleghschool.co.uk](mailto:MERoffice@maidenerleghschool.co.uk) if this applies to your child and we are not already aware.

Some of your child's teachers may choose to deliver online lessons via video or audio conference. They will do this using an app called Zoom which can be used on a phone, tablet, laptop or PC. In this case teachers will invite students to the lesson at a designated time by giving them a joining URL which will be posted on Classcharts and Google Classroom. You might like to download the app so that you can see how it works.

**During a school closure, students are expected to:**

- Be available during the hours of the normal school day to respond to email and other alerts used by school.
- Check Classcharts and Google Classroom on a daily basis for information on work that has been set and for information on any scheduled video conference lessons.
- Complete any class/homework set on Classcharts and Google Classroom by the deadline stated and using the specified method of submission.
- As far as possible attend lessons that are delivered remotely by video/audio conference.
- Have their books/folders and pencil cases to hand during lessons that are delivered remotely by video conference.

**In a video/audio conference lesson:**

- Students do not have to use the video function if they don't want to. For the majority of lessons, the teacher will set up the lesson so that video is not able to be used.
- If your child does use the video function the room should be well lit with nothing in the background. Alternatively, they can choose a virtual background from the app.
- Other members of the household must not be involved in video-conferencing in any way.
- Students do not need to wear uniform but they should be suitably dressed.
- Recording or taking screen-shots of anyone during a virtual lesson is prohibited and will be treated using our normal behaviour policies.
- Students are expected to conduct themselves in the same way that they you would in school.
- Students behaving inappropriately will be removed from the lesson and their parents informed.

As you can imagine this is a very challenging situation for all involved. We are committed to providing all of our students with a continuing education under testing circumstances and we hope that having the facility to interact with their teacher in this way will be beneficial and will help make the home learning experience more varied and interesting for students.

**If you do NOT want your children to be included in lessons delivered by audio/video conference please tell your child and let the school office know.**

Yours sincerely,

**Mr A Johnson**  
Headteacher