



2nd February 2021

Dear Parents/Carers/Students,

RE: GCSE Citizenship Studies investigation and guidelines for Zoom conversations

Currently for GCSE Citizenship Studies, we are working on the Active Citizenship unit. This requires the students to work in groups or independently. They select a topic, research and then create resources which aim to influence opinion.

At the moment, they have undertaken secondary research by collecting information from written sources. Now they are carrying out their primary research. This may entail writing a letter or speaking to their local MP or to a relevant government minister or relevant professional who will have a certain viewpoint. This is very good active Citizenship and your daughter should be congratulated on her determined effort and creativity. A 'face-to-face' conversation would necessitate the use of Zoom, or similar communication platform.

I wish to draw to your attention the safety guidelines and protocols for using Zoom. These have been agreed by Ms Heron, Assistant Head and KS4 Leader. I would be very grateful if you would read the guidelines and protocols below carefully and ensure that your daughter adheres to them. I have explained the guidelines to your daughter during her Citizenship lesson:

- All conversations must be arranged using your school email account, not your home account. Do not give away any other personal details.
- Arrange your conversation to take place during office hours ie between 9am and 5.30pm.
- Dress appropriately – your conversation is a formal conversation and therefore you need to wear 'business-like' rather than overly casual clothes. Please ensure that you are not wearing pyjamas!
- Ensure you set up your laptop or device downstairs and not in your bedroom.
- Ensure that you are not online alone:

If you are working in a group, make sure that all members of your group are online.

If you are working independently, make sure an adult is evident and in the room with you throughout the whole conversation.

- Try to ensure that the room you are in is quiet, that mobile phones are turned off and the television in the room next door has the volume at relatively low.
- Remember that your conversation is a formal conversation and not a casual conversation. Please remember that you are representing the school; be professional, polite and courteous. Remember - the person you are interviewing has given up their time to speak to you.

· Ensure you ask an adult to be nearby. This is to protect you, and also to protect me.

· Finally, make sure that you have your questions written down and beside you. Before the conversation, decide who is going to ask which question and who is going to record the answer.

This is an exciting piece of work and provides your daughter with the opportunity to enhance her knowledge and understanding of Citizenship Studies concepts, to become involved as an active citizen in the UK, as well as to develop many key employment skills.

If you have any further queries, please do not hesitate to contact me.

Yours faithfully,

Jenny Lees - Subject Leader for Citizenship Studies and Personal Development