



Information for Parents – Live Zoom Sessions

Zoom is an online tool or application that allows video and audio communication to groups. The purpose of using Zoom with the children in our classes is to enable face to face interaction during the lockdown period. This protocol is designed to help Zoom meetings go smoothly for all and help everyone stay cybersafe. All users will adhere to the school's ICT Policy, including e-safety and ICT acceptable use.

Parent Guide and Protocol for Using Zoom

Expectations for Parents

1. Once your child is set up for their Zoom meeting, please allow them to attend the session themselves, but it would be helpful if you can be close by in case they run into any technical difficulties.
2. Please try to have your child set up for the meeting in a space where there will be minimum disruption.
3. Please do not use photography or any recording equipment (including Zoom recording) during the Zoom sessions.
4. Parents should email teachers with any questions relating to the learning and work set. Please note that if children email teachers, they will not receive a reply. Children in Y4-6 should use Google Classroom to submit any questions they have about their home learning.

Expectations for Pupils

Parents, please go through these points with your child(ren) before their next Zoom meeting.

1. Make sure your device is fully charged or plugged in before entering a Zoom session.
2. Once you have clicked on the invitation link, you will go into a 'waiting room' where your teacher will allow access to the session.
3. Teachers will start admitting students to the meeting at the scheduled time and no earlier and once you are admitted, you will be waiting for others to join.
4. Make sure your volume is up on the device you are using and the video is activated.
5. Your teacher will lead the session and will be looking forward to you participating. Zoom allows you to see and hear one another as if you were in the classroom together, so you will need to take turns listening to others. Please respect the ideas and opinions of others just like you do at school.
6. If you need to leave the meeting early for some reason then please let your teacher know.

Safeguarding

1. Online safety protocols must always be followed.
2. During the online session, children should be supervised by a parent/carer.
3. Pupils in school who are participating in Zoom sessions, will always be part of a group which is supervised by a member of staff.

4. If you witness or hear anything that is of concern, please end the meeting and report your concerns to school.
5. Please stop other household members from being in the background of the meeting or being close enough for users to hear their voices.
6. Please ensure the language of children and adults is always appropriate.
7. Parents will use a recognisable name (preferably name of pupil) on Zoom, so that the teacher can admit them to the meeting.
8. Parents are expected to always follow the Code of Conduct and model the behaviour set out in our Behaviour Policy.