

Dear Parents,

Zoom Meetings

As announced in the newsletter today, teaching staff will be setting up class video conferencing every Tuesday morning from now on during the school's closure. The aim of this is **not** to provide live lessons but to support the mental health and well-being of the children in a light-hearted way, and for children to see familiar faces from school. We will be using Zoom as the platform for the meetings.

In order to ensure that we use this remote meeting facility as safely as possible, we will be following the procedures below, and we would ask all families to ensure that they follow the protocols too.

Family protocols:

- A parent / carer must be present in the room during the Zoom meeting. We do not ask parents / carers to take part in these class Zooms as there will be plenty of faces already, but we do ask that someone is present for the duration of the meeting.
- Please don't try to join your class Zoom meeting early. Your child's teacher will let you in from the 'waiting room'.
- Please, if at all possible, organise your child to be in a quiet room / area for the meeting to reduce background noise and allow them to focus on seeing their classmates and teachers.
- Consider the background where your child is sitting as their whole class and teacher will be able to see it. It should not include personal information.
- It is essential that you make sure that your Zoom name (that appears on the screen with the video) is either your child's first name or your surname so that teachers can see who they are letting into the meeting. If you cannot do this, then we ask you to email your child's class teacher with the Zoom name on your account in advance of the meeting.
- We ask that children are wearing appropriate clothing for the Zoom meeting.
- Please do not request to change Zoom meeting times. If you are unable to make the meeting, please let the class teacher/s know via the class email before the start of the meeting.
- When the meeting is over, children will be asked to leave the meeting. Please do so promptly.
- Parents should not record or photograph the Zoom meetings on any device.

School procedures:

- The Zoom meeting will be scheduled using a school linked account.
- School will arrange the date and times of the meetings so that siblings do not overlap. Times may change each week.

- The link and password to access the class Zoom will be sent out by email to each family via Integris.
- The meeting will be password protected – you will be asked to enter this password before you can join the meeting.
- Class teachers will operate the ‘waiting room’ function and let children into the meeting as they arrive but not before the time allocated for their class. The ‘admit all’ function will not be used – staff will identify children from their account name and click ‘admit’.
- Class teachers will use the ‘mute’ function at times during the meeting to allow everyone to hear / be heard. Children can raise their hand to indicate if they want to share something.
- The meetings will be a maximum of 25 minutes long.
- At least two members of school staff will be present at each class meeting.
- The Zoom meetings will not be recorded.
- Once all children have entered or 5 minutes after the start time, the meeting will be locked.
- If the member of staff has any concerns regarding safeguarding, they may contact the parent after the meeting to discuss their concerns. They will also inform the Designated Safeguarding Lead.
- If the member of staff has any concerns regarding behaviour, they will remind the child how to behave. If the behaviour continues, the child may be removed from the group. The member of staff will then speak with the parents to discuss the behaviours as well as update the HT/DHT.
- Children accessing the childcare provision in school will still be able to participate and a member of school staff will be present during these sessions.

As this is reliant on technology, we ask for your patience and understanding as some teachers are having connectivity/internet issues so these meetings may not always run smoothly!

Kind regards,

A handwritten signature in black ink that reads "A. Sargeant". The signature is written in a cursive style with a large initial 'A'.

Mrs Amy Sargeant
Deputy Headteacher