

## **Instructions for joining the zoom chat with Teachers.**

You will all have received information telling you which group your child is in for the zoom meeting and the log in details for that meeting (meeting ID and password). If you are new to zoom, please follow these instructions to access the video call.

1. From your chosen device (laptop, phone, etc) click on the zoom link sent to you by your teacher. This will then take you to the meeting (if you do not already have zoom installed it will ask you to download it, please follow the process on the screen).
2. Make the personal link name something the teacher will recognise, either your name or the child's first name. If it remains as a device name e.g Samsung A10, the teacher cannot identify the user, so will not let them in to the video call.
3. If you have already installed zoom you can either click on the link but if this is not working you can manually enter the meeting ID number (the class teacher has emailed this to you).
4. Select 'Join with computer audio'. This allows the teacher to hear you.
5. You will then be entered into a zoom meeting waiting area. This is where the teacher will check the names on the list, and allow children into the video call.
6. Please be present as your child accesses the zoom meeting. This way the teachers know that parents have authorised and are aware of the video call.
7. The teacher has the ability to mute all participants and they may do this so only the teacher can be heard at certain times. This helps with any background noises in houses, as microphones can be sensitive sometimes and prevent everyone from hearing.

***Teachers will be on the video call 10 minutes before the allotted time. To ensure start times are kept, please begin this process at least 5 minutes before the scheduled video time as the teacher will be ready to let you in.***