



## **ZOOM AND TEAMS LIVE SESSION PROTOCOLS**

To participate in the facilitated Zoom or Teams meetings by the staff at Granta School, please ensure you have read and understood the following key protocols:

- The school Zoom or Teams account will be used for each meeting (so you do not need to buy anything or create an account)
- Joining the meetings will be completely voluntary, and each session will be subject to security protection, through waiting room and invite only functions
- We will always send the video link and time (incl password for Zoom) to your email in advance
- We will never contact your child asking them to join a call without you knowing, and we will never ask to 'video meet' with you or your child outside our school hours which are 9.00am – 3.30pm
- We will use the waiting room/lobby function to let known users into the session
- There will always be a minimum of two staff on any video call and a parent/carer must always be present with their child
- There should be no inappropriate content on any of our video calls
- No recording of any kind is permitted during the call
- All those on the call will ensure the computer is in a suitable place, not in a bedroom or bathroom for example and the background is clear
- Turning your camera on for the call automatically constitutes parent consent for your child to be viewed by other children, parents and staff present on the call

Invitations will be sent to all parents, as this is part of our provision. If you do not wish for your child to partake in live sessions, this is your choice and you can simply ignore the invitation sent, however it is part of our remote education offer so we encourage participation wherever possible.

All invitations will be sent via email through our 'eschools' platform and as such we strongly advise all parents to ensure we have your up to date email addresses and that you check your emails regularly.