



Information and Expectations – Zoom

We are hoping to set up some well-being sessions where groups of pupils in a class can catch up with their friends and their teachers to share news, play a game or just chat. The sessions will just be 10-15 minutes long and we hope will allow all the children to still feel a connection to the rest of their class.

Here are some ground rules for online learning in order to comply with our Safeguarding and Data Protection Policies and legislation.

Parents

- Parents must consent in advance to their child attending a Zoom session. Without this consent, pupils cannot participate. In giving consent, parents are also agreeing to the Zoom sessions being recorded by the school and agree not to make any recordings of the session themselves.
- The child's login name should be their first name and just the initial letter of their surname. Zoom is not intended for use by individuals under the age of 16 unless it is through a school subscriber.
- The password and invitation codes for a session must not be shared with anyone else.
- Please use wifi to connect to the meeting if you can as video utilises significant amounts of data and can incur mobile data access charges if 4G etc. is used.
- You may choose to sit with your child to help with the technology depending on their age/ability. An adult must however be in the house for the entirety of the session. Other members of the household should not be visible or audible.
- Parents should not interact with the session but may contact the teacher after the session if there are any concerns.
- The usual school behaviour expectations will be in place.
- Parents should ensure that the pupils are aware of the Pupil expectations set out below.

Pupils

- Pupils should attend the session from a communal family space – bedrooms and bathrooms are not appropriate.
- Pupils should be dressed appropriately in front of a suitable background.
- Pupils should be aware that the session is being recorded.
- Pupils should be aware that their voices will sometimes be muted and at other times they will be invited to speak.
- Pupils should be aware that appropriate behaviour is expected at all times.

Staff

- All sessions should be scheduled at least 24 hours in advance, with the link shared on Seesaw with those who have given parental consent.

- All Zoom sessions should take place within school hours (9am-3pm).
- Any Zoom session should have a minimum of three participants.
- There will always be two members of staff present at each Zoom session.
- The Zoom meeting will be recorded by the hosting teacher and stored in line with the school GDPR and ICT policies
- A Waiting Room should be opened. 'Chat' should be disabled and pupils muted on entry.
- Pupils should be reminded at the start of the session that it is being recorded and that they must use polite language when asked to join in.
- A log should be kept of the date, time, duration and pupils present during the session.
- If a staff member is joining from home, other members of their household should not be visible or audible. The background scene should be appropriate.
- Staff must use appropriate, professional language.
- When a session finishes, pupils should exit Zoom first and the teacher should close the session once complete.
- Any Safeguarding concerns should be raised with Mrs Ormond. The session should be stopped if there are immediate concerns.

We are looking forward to working with the children via Zoom. This is a new experience for all concerned and we hope to work together with our families to make a success of it.