



Scotforth St Paul's C of E Primary & Nursery School

Learning, growing and
caring as part of God's family

"I am the vine, and you are the branches.
If any remain in me and I remain in them,
they produce much fruit." (John 15:5)

Scotforth St Paul's Primary & Nursery School
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Online Meeting Code of Conduct January 2021

Online Video Zoom Meeting Code Of Conduct '...they [Live lessons] can make curriculum alignment easier, and can keep pupils' attention, not least as the teacher has more control over the learning environment. But live lessons are not always more effective than asynchronous approaches. There are some specific difficulties in doing live lessons. It can be hard to build in interaction and flexibility. This means that giving feedback can actually be less effective than when we use recorded lesson segments followed by interactive chats, or tasks and feedback. Using recorded lessons produced externally can allow you to easily draw on high-quality lessons taught by expert subject teachers.

'What's working well in remote education' Ofsted January 2021

Zoom is a useful tool that facilitates online communication between home and school. As such, we will be adding Zoom to our toolkit of remote learning approaches. As with everything we do at Scotforth School, safety remains at the forefront of planning. We would like all stakeholders to read the following code of conduct and remain mindful of the contents at all times as in order to use Zoom to enhance opportunities for our pupils it must be used appropriately. By attending Zoom meetings arranged by the school, you are consenting and accepting the terms of this document. Any failure to follow these rules will result in your child being removed from their meeting immediately and in some cases, not allowed to attend further Zoom meetings. Any behavioural or child protection issues will be dealt with in line with the school's safeguarding and behaviour policies.

Request to discuss rules with pupils

We ask that parents explain these rules fully to children in terms that they understand and are appropriate for their age. This document has an outline of the key rules being put in place. The school reserves its right to share additional rules during meetings that may be necessary for the meetings to continue without disruption and to keep children safe.

Using Zoom

Using Zoom is optional, and no pupil and parent team is obligated to download, use or attend Zoom meetings for the school if they do not feel comfortable doing this. The school cannot be held responsible for ensuring whether Zoom is compatible with home devices, if it has been downloaded correctly or causes issues with such devices. You must keep the meeting links and IDs private. These links must not be shared with other people. If other parents have queries then they must contact the school directly. If a parent has decided that they do not want their child to attend the Zoom meeting, a polite email response declining the invitation email is requested prior to the meeting, so that the start of the meeting is not delayed waiting for non-arrivals.

Attending meetings

Please attend the Zoom meetings at the times scheduled. There will be a 10 minute window from the start of the meeting to allow for any pupils who are running late. The meeting will be locked after that 10 minute period and no further attendees admitted.





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Zoom meetings may be recorded. NB: recordings will not be made public.

- Any devices used for Zoom meetings must be used in front of a background area that contains no personal photos or information.
- A child should attend a Zoom meeting away from their bedroom and somewhere with adult supervision. (The adult does not need to take part in the zoom, but if not visibly present in the room the child will be removed from the zoom)
- Always be courteous and kind sensible and respectful when communicating with both staff and pupils.
- Always be careful of what is said, and written on all online learning platforms. When something is written, remember that it may remain forever and not be taken back.
- Ensure that communication always supports learning, and the learning and well-being of others.
- Please ensure that all attendees are wearing sensible clothes and are not in pyjamas or undressed.
- Never take screenshots or screen recordings of virtual classrooms
- Typing chat messages on any platform during the meeting is not allowed.
- The Zoom teacher might allow children to use their video and audio at the start of the meeting to say hello to one another. After that, the Zoom teacher will mute all pupils in the meeting to avoid disruption.
- Pupils may be asked to unmute themselves depending on the Zoom teacher's requirements.
- Pupils are not permitted to turn video off without permission except in case of emergency, when a later explanation will be required.

To promote safety, meetings will be password protected and participants will need an invitation to attend. This will be in the form of a meeting ID and password and available to you via Purple Mash or Showbie.

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