



St. Ignatius' Square
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Website: www.saint-ignatius.com
Head Teacher: Mr C.J. Hough

Thursday 21st January 2021

Zoom Assembly – Friday 22nd January 2021

Dear Parents

We would like the whole St Ignatius' family to take part in a 'virtual assembly' on Friday 22nd January 2021, at 9:30am. Due to the current lockdown restrictions we are hosting the assembly online using the Zoom app. We would like as many parents and children as possible to join in with our assembly and we have included some instructions below.

We look forward to seeing you on Zoom at 9:30am on Friday 22nd January.

Regards

Mr C. J. Hough

Instructions for joining the Zoom assembly

An adult needs to install Zoom onto the device that the assembly will be viewed on.

The adult will need to register to use Zoom. It is a free app and it is free to register. The adult should use their details to register with Zoom and not their child's.

Once Zoom is installed, enter the Zoom meeting details five minutes before the scheduled meeting time (School will send you the code via text message, ten minutes before the meeting.)

Rules for participation

To help us keep all of our School community safe we ask that you read and abide by the following rules:

- Please join the meeting five minutes earlier than the scheduled start time; you will be placed into a virtual meeting room and then be allowed in by the host (Mr Hough) when he is ready to start;
- All microphones will be muted by the host of the meeting (Mr Hough);
- Children accessing Zoom at home must have an adult in the room with them and they should be in a shared space (not their bedroom);
- Anyone on screen should be dressed appropriately and there should be no distracting materials or backgrounds in the camera view. You may want to use a blank virtual background, and [instructions for that are here](#);
- Anyone who is a part of the Zoom assembly needs to behave in a respectful manner;
- Zoom sessions must not be recorded in any form;
- The Zoom meeting details must not be shared with anyone, as the assembly is only open to the children, parents and staff of St Ignatius' Catholic Primary School;
- Your username that is displayed on screen when using Zoom must be appropriate; if you already have a zoom account the username can easily be changed in the Zoom settings;
- Parents/guardians should be mindful about what family activities would potentially be heard/seen during the students' use of Zoom video conferencing. This is a great tool to keep students connected, but please have

your students use these tools somewhere near enough you can monitor, yet private enough to concentrate on the assembly.