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Virtual Class Meeting / Assembly on Zoom



Instructions for joining the Zoom meeting

An adult needs to install [Zoom](#) onto the device that the meeting 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 (your child's teacher) when they are ready to start;
- All microphones will be muted by the host of the meeting;
- 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 meeting 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 meeting is only open to the children, parents and staff of the year group;
- 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 everyone connected, but please have

your children use these tools somewhere near enough so that you can monitor, yet private enough to concentrate on the meeting.