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'Learning at its heart'

Tuesday 5th January 2021

Guidance for Class Zoom meetings

The class teacher will host an online meeting using a platform called Zoom. Zoom is a leading video conferencing platform that is completely free to access for this purpose. Pupils should not create their own accounts and can join the meeting as a participant. Once the teacher has set up the meeting, all pupils in the class will be invited to join via email. The meetings will last for approximately 15 to 30 minutes and will be an opportunity for class members to come together and share their experiences with their teacher(s) and classmates.

This letter aims to set out the guidelines for class Zoom meetings. By taking part in the meeting we are assuming that both you and your child have agreed to abide by these guidelines.

How to join a meeting

Your child's class teacher will share a link to the meeting by email with details of when the meeting will take place and the credentials you will need. It will follow the format below:

Click on the link below to join the meeting

xxxxxxxxxxxxxx

Meeting ID: xxxxxxxx

Password: xxxxxxxx

What devices can I access Zoom on?

A PC or laptop with a camera function, or webcam, seems to work the best so that everyone can see everyone else. Responses from people who have used ipads/phones is that you can't see everyone at once. However, it is still possible to take part on these devices. If you have a smart TV with screen sharing capability you can share your screen on the TV, which enables you to see everyone even more easily.

Rules

As with everything there are a few rules we need to follow as set out below and we thank you for your help in this.

Who should be present?

This part is very important. **An adult must be present in the video conference with your child.** If we can't see or hear the adult the child will not be able to participate.

What should we wear?

Everybody who is participating or who may end up in view of the camera should be dressed appropriately. Remember, we will all be able to see each other.



Where should I be in the house?

Please could you make sure that whatever your camera will be pointing at is appropriate and think about what might be in the background that others can see. We also ask that children are not in their bedrooms and are in a communal area of the home throughout the meeting.

Security

Class teachers will be hosting the event. Only users who have been invited to join via the link will be able to participate and the appropriate security settings will have been activated to ensure no-one else can join the meeting. When you join the meeting you will be in a waiting room until the teacher admits you. Please ensure you have changed the settings to show your child's name as the username, so we can identify you in the waiting room and let you join the meeting.

Behaviour

Our expectations are no different to at school. We expect everyone to be kind, respectful, demonstrating our school values and using appropriate language. We expect everyone will be quite excited so if you could remind your child of this expectation before we start that would be very much appreciated.

The class teachers are really excited to host these meetings and are very much looking forward to seeing the children, but please do not feel that your child has to attend if they do not want to. If for any reason your child cannot attend, it is hoped that we will be organising further meetings in the future if these meetings are considered successful.

Stay safe and best wishes,

Kevin Riley
Head of School