

Zoom Sessions Protocol – Information for Parents and Carers

You will receive invitations that will look like this via Parent Mail for your child's class

Mrs. Smith is inviting you to a scheduled Zoom meeting.

Topic: X Class Check-in am

Time: Jan 7, 2021 09:00 AM London

Join Zoom Meeting

<https://zoom.us/j/8945582330?pwd=ejZUNGD4TzFrTmtEWjBYbGZaBIKXQT09>

Meeting ID: 378 568 2290

Passcode: Testrun1

Please note that this is a fake account set up and should not be used to join a Zoom meeting.

You do not have to have a Zoom account to attend a Zoom meeting. You will be prompted to download the software, once you have clicked on the link that you have been provided. You may also wish to create an account, but that is not required to participate in a Zoom meeting. If you do choose to create an account only use an adult's email to do so. Children under 16 should not be using Zoom outside of education.

To learn more about Zoom go to [Zoom: A guide for parents \(net-aware.org.uk\)](https://www.net-aware.org.uk/zoom-a-guide-for-parents)

By joining an online meeting you are giving Borough Green Primary School permission to record the sessions. All recordings, if taken, will be stored in line with GDPR guidelines.

Do not attempt to photograph, screen shot or record the meetings. This is in line with GDPR and Safeguarding school policy.

Learners are encouraged to attend lessons in a shared/communal space or room with an open door and/or when appropriate supervised/within earshot of a parent/carer or another appropriate adult.

- It is very important that the Meeting ID and Password remain private as they are only to be used by your child's class.
- If you haven't used Zoom before you can click the link to download Zoom prior to the day of the meeting. This will give you time to explore the platform.
- To join the Zoom Meeting on the day click on the link. Enter the ID and Password.
- When you join you will either join the meeting straight away or you will enter a virtual waiting room. The teacher will invite the children in at the appropriate time.

Zoom Meeting Etiquette for Children

- **Be ready** – Make sure you have been to the toilet. Check your video is on when you join. We will prompt you if you forget. Check the angle of your camera; we don't want to see up your nose!
- **Be presentable** – Take a few minutes to make yourself presentable. Brush your hair and teeth and change out of your PJs! Remember you are on camera and everyone can see you.
- **Stay in one spot** – There is nothing worse than a wobbly camera distracting people.

- **Find a quiet space** - Make sure everyone knows you are on a video call, as this will make it easier for you to hear your teacher and your classmates and for them to hear you when you are talking. Think about your background. Make sure it is plain and avoid sitting in front of a window.
- **Be on time** - Join early and wait in the waiting room. Late comers will be let in but the meeting will have started.
- **Wait your turn** – Your teacher will let you know when it is time for you to speak. If you have a question, raise your hand like you would in class so the teacher knows you have something to say.
- **Be respectful** - The child will be removed from the meeting if they are not following the rules despite being warned by the teacher. They will also be removed from the call if there is inappropriate behaviour by other members of the household in view or earshot of the meeting. If a child is removed from the meeting the teacher will make a follow-up call with the parents.
- When you join your microphone will automatically be on mute and we request this is left like this. We will be able to unmute but children should not attempt this.
- Pupils can use the chat feature but only when the teacher allows and only if used appropriately. Teachers will explain this to the children in their first meeting.

Most of all, enjoy this wonderful opportunity to see your friends and your teacher