



Ref: PrimZoomMeetings/KNY/hll

21st January 2021

Dear Parent/Carers

Primary Zoom Class or Group Meetings

We are hoping to introduce Zoom class meetings to help our pupils at home stay connected with school. In order for this to work, there are a number of rules and guidelines that must be followed for the safety of all pupils and staff.

1. Pupils must use a Zoom account set up and managed by a parent or carer. Children under 16 are not allowed to have their own Zoom account
2. Zoom invitations will be shared by the class teacher with parents connected on SeeSaw. Zoom invitations will never be shared with pupils
3. All Zoom meetings will have a meeting ID and password. **This MUST NOT be shared with ANYONE.** For the safety of all the children we ask that meeting links are not shared with anyone (even other members of the class)
4. Children will be invited into the Zoom meeting one at a time. There may be some waiting time while we check the identity of everyone. Ideally the name identification should be that of the child so that we know who wishes to join the meeting
5. Cameras **MUST** be on at all times
6. Choose an appropriate place for the meeting. This should not be a bedroom. Make sure there is nothing in the background you would not want someone from school to see, make sure you will not be disturbed. You can even create a virtual background to protect your privacy. (See link below for help)
<https://support.zoom.us/hc/en-us/articles/360034967471->
7. Children should dress appropriately for a school meeting
8. Speak and behave appropriately and politely
9. We may use the hands up button to make sure all children take turns to speak. Other children may be muted by the teacher to allow others to speak
10. Another member of staff will be present during the meeting for safeguarding and monitoring purposes

We really want these meetings to be fun for everyone.

Please keep to and respect the rules set out above. If the rules are not followed and the safety of pupils is compromised then all future Zoom meetings will be cancelled.

We may invite children in small groups, as a meeting with 30 pupils would be very difficult for all. Please be patient. All children will have an opportunity to join a meeting.

More information for Zoom calls for parents can be found here:

<https://www.saferinternet.org.uk/blog/what-%E2%80%A6-zoom-guide-parents-and-carers#How%20Zoom%20works>

We look forward to successful Zoom meetings with your children.

Yours faithfully

M Kenneway
Associate Principal Primary

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