



Protocols for using Zoom for Parents, Children and Staff

Following our recent parent survey, we received many comments around the desire for some live sessions so the children can interact with their friends and teachers.

We are pleased to say we plan to start these sessions from Monday 1st February, with each year group being offered 2 sessions weekly. The times and days of these sessions can be found below. Invitations will follow via email.

Please ensure you have read the points below. These protocols aim to ensure that live sessions with pupils at home are safe, secure and purposeful for all.

	Session 1 – Day/Time	Session 2 – Day/Time
Nursery	Tuesday 2:30	Friday 11:30
Reception	Monday 11:30	Friday 2:30
Year 1	Tuesday 11.30	Thursday 1.30
Year 2	Monday 2.30	Friday 10.00

Parents and children

- Sessions will be held via Zoom. Accounts can only be set up by those over the age of 18 years old. Children should only be joining as participants through parent's account.
- A responsible adult should remain in the room with their child for the entirety of the Zoom call.
- The title of the Zoom meeting will be scheduled with the class name.
- Children attending school at the time/day of the meeting will not be part of this session. Any activities or discussions will take place face to face in the bubbles.
- The waiting room will be enabled to allow staff to check before permitting children into the room. Please rename to your child's name so we can check who is being permitted into the room.
- Please arrive promptly. We will allow a few minutes for all children to join however the room will then be locked and no further entries will be permitted.
- We ask that no recordings or photos are taken at any time during the live call.
- If you would prefer, you can enter and attend the call with your camera turned off.
- We ask that a suitable room is used for lighting, as little distraction as possible and that children and any other people in the home visible are fully dressed appropriately.
- Once the children are welcomed and said hello, microphones will be muted to ensure good sound quality for all.
- After a brief welcome, children will be split virtual classrooms with their class adults where children will have the opportunity to take part in a 'show and tell' type activity. You might like to talk with your child before the session something they might like to talk about (no more than a minute). More information will follow on learning platforms from the teachers.

Staff

- Meetings will be set up by a member of the senior leadership team with invites sent by the office via Parent Mail each week.
- At least 2 staff will be in attendance of all Zoom calls made.
- Staff should join the meeting 5 minutes before the session.
- A suitable room should be used in school, being mindful what is being displayed in the background. If using Zoom from home, a virtual background should be used.
- No recordings or photos should be taken at any time during the live call.
- Staff will be suitably dressed and not have people other than school staff in the room at the time of the call.
- Once all children are permitted in the room and welcomed, microphones will be muted to ensure good sound quality for all. Children will be split into virtual classrooms with class staff. You can request contributions by asking children to use the 'raise hand' function and then asking that they unmute themselves.