

28th January 2021

Dear Parents and Carers,

Thank you for continuing to engage with the Home Learning. We know how challenging it can be to manage work, children, families and Home Learning. We are all in this together and appreciate all your efforts in working with us at this time.

I am writing to tell you that over the next few weeks we will be running a trial using Zoom for children in Early Years to Year 5. Zoom is a video conferencing platform. Zoom will enable us to facilitate some interactive Home Learning and ensure that children receive "Face to Face" contact with their teacher and their classmates.

Year 6 will continue to run a trial using Google Classroom and their video conferencing facility will be Google Meet. (Separate information will be sent to Year 6).

We have been looking at ways to develop this in a safe way and now feel ready to run this trial with some classes. Please be patient and know that we are doing all we can to extend this offer to all children at home.

When your child's class is able to offer a Zoom online meeting, you will be informed on the class story on Dojo. The class teacher will inform you of the date and time of the meeting and you will be given a link and a password to enter the meeting.

When you press on the link, it will prompt you to download the Zoom app. You will be able to enter the online meeting from here. Remember to join with computer audio and video on. You will wait in a virtual room and then the teacher will check who is joining. The teacher will then prompt you to mute.

To ensure that appropriate safeguarding procedures are in place for both staff and children during live-streamed sessions, please share the online code of conduct, which is attached to this letter with your child/ren.

We shall look forward to seeing you all online.



R.L. Munro
Headteacher



Online Meeting Code of Conduct

The following rules and guidance have been put into place to ensure the safety of pupils and staff during live-streamed sessions held via Zoom or Google Meet. Please share them with your child and ensure that you supervise them when they are taking part in a live session.

For everyone's safety, it is important that these guidelines be followed at all times:

- Meetings will be organised by the school and will be for groups or classes of pupils
- All meetings are private and password protected
- Meeting details will be shared with you by the school and this will consist of a link and a password. This must not be shared with anyone else or shared publicly
- Please wear suitable clothing; you do not need to wear school uniform but you should be appropriately dressed, not wearing pyjamas.
- Use a suitable area in your home with an appropriate background; bedrooms should not be used. Use a suitable background filter to ensure safety
- Children should be supervised during the meeting but the supervising adult must not be on camera and should not take part in the meeting
- The meeting or any part of the meeting must not be recorded
- Pupils will wait in a virtual "waiting room" - this means the teacher can check who is joining the meeting. To support this, pupils must join the meeting with their name (not their parent/carer's name, or a nickname). Teachers will not allow entry to any name they do not recognise. School staff may ask pupils to identify their identity via the camera function
- Language used during the meeting must be professional and appropriate
- Teachers have control of microphones and cameras and can block pupils from sharing their screen if necessary. They may do this if they are presenting to the class. Teachers can limit or turn off the chat feature during the meeting
- A teacher will lead the meeting and there will be another adult from school in the meeting (for example a teaching assistant).
- The meeting will end when the teacher leaves

This guidance must be followed at all times when you are attending a meeting.

Your meeting details will be forwarded to you in advance of the meeting.

If you have any queries or concerns, please contact school.

