



Zoom Meeting Protocol for Bubble Closure Use

Your child has been invited to a 'Zoom class meeting' - hosted by their teacher. As explained in the home learning communication Zoom will be used to get together as a class, learn together, talk about work set and later in the day, review learning.

To ensure that everyone is kept safe, please ensure you read through the guidelines carefully prior to the meeting.

ZOOM CLASS MEETING INSTRUCTIONS AND REQUIRMENTS FOR PARENTS

*Read the following safety guide for parents concerning Zoom: <https://www.saferinternet.org.uk/blog/what-%E2%80%A6-zoom-guide-parents-andcarers#How%20Zoom%20works>

*Set up Zoom on your device and if using the APP ensure it has been recently updated.

<https://support.zoom.us/hc/en-us/articles/360034967471-Quick-start-guide-for-new-users>

*It is advisable to test with friends or family if you haven't used zoom before prior to the first school meeting.

*No recording or screenshots will be permitted.

*You will receive the meeting details for the class ZOOM meeting via an email from school.

*Prior to joining please change attendees name to your child's name – we will then know it is you then in the waiting room. We operate a waiting room to ensure that we have control over who joins the meeting. If we don't recognise the name, we will not be able to admit your child.

*Ensure you (the parent) are able to be within listening distance for the whole meeting to ensure your child is safe and happy. You should not join in with the call, come on to camera once the session has started, unmute or try to speak to the teacher. You should not be on screen apart from at the very start when your child is admitted and the very end when you are leaving the meeting for your child.

*Make sure your child is sitting where there is a blank background, or anything behind your child that you are happy for all other parents to see. You can add a virtual background if needed. <https://support.zoom.us/hc/en-us/articles/210707503-Virtual-Background>

*Ensure your child is dressed appropriately – as they would be for a non-uniform day here in school or they can wear uniform if they would like to.

*Explain to your child they will be in a waiting room at first until the host invites them. This might take a while as each person has to be invited in one at a time and we have to check they are who they say they are.

*Ensure you child is present when invited from the Waiting Room and video is switched on – we will be using facial recognition!

*Please ensure you have logged on 5 minutes before the scheduled time.

*Explain to your child that the host (usually the class teacher) will send anyone out of the meeting who is behaving inappropriately.

*Explain to your child the host will be in charge of the sound for everyone and will unmute you when it is your turn to talk. Unless the teachers states you may unmute yourself you should remain muted at all times. This helps sound quality as well as ensuring everyone doesn't talk over one another.

*Explain to your child that the chat function should not be used unless the host directs you to use it.

*Whilst on the zoom call, all school policies apply in regards to behaviour.

*Whenever possible there will be two members of staff on a zoom meeting - if a member of staff's connection drops out they will try to re-join.