



Dear Parent(s)/Guardian(s):

To further strengthen the home/school link at this difficult time, the school will be using the video conferencing app **Zoom** to maintain contact with your child's class. Below are some key points to be aware of before participating in Zoom calls.

1. The main purpose of the video call is to **maintain a social connection** and not formal teaching
2. Calls may only last between 15 and 30 minutes.
3. During a Zoom call, pupils should be supervised, but **no other person in the house should be on screen.**
4. Calls may be done without video if the teacher chooses.
5. **Under no circumstances should videos be recorded, or pictures taken of video chat. – This is a gross misdemeanour and will be dealt with in line with our Code of Behaviour and GDPR policy.**
6. The teacher will send a meeting ID and password via Aladdin / email before the call. It is very important not to share this password and code with anybody else.
7. **There is no obligation to join the call** as we are aware that some families may not be in a position to come online at that time.
8. You will automatically enter a **waiting room** when this code is entered before the meeting. Please note that teachers will only accept users into video calls if you can be identified by the display name on your zoom account.
9. Even though it is possible for participants to use Zoom without entering their display name, we will only accept entry to people that he/she has provided meeting ID's and passwords to. This will increase safety for everyone and ensure that there are no unwanted guests.
10. Please note if you are late for a scheduled meeting, the meeting will be locked and you will be unable to enter. Calls only go ahead if 3 or more children are in the waiting room.
11. Participants in the call should be dressed appropriately and follow the expectations for the calls:
12. An appropriate background/room should be chosen for the video call. **Best for children to have their back to a wall.**
13. For detailed information on GDPR and Zoom, please visit <https://zoom.us/privacy>
14. **Finally, please be advised that this is completely optional and if you do not wish to use Zoom, that is fine. Communication will still occur through Aladdin Connect, our school email, and Seesaw.**

Expectations for the Zoom Call



1. Set up the device in a quiet space with no distractions or family members in the background
2. Join the class with your microphone muted
3. Raise your hand before speaking, just like you would do in class
4. Kind words to be spoken at all times
5. Speak in your normal speaking voice. No shouting.
6. Listen to and respect others when they are speaking.

PLEASE COMPLETE THIS CHECKLIST BEFORE ENTERING THE CALL:

✓	
My child is the only one on the screen and is in a seated position.	
My child's microphone is muted.	
My child has their back to the wall where nobody can pass behind (Plain background)	
My child has a set of headphones (This would be ideal if possible)	
My child is dressed appropriately	
My child is joining a call with his/her class only.	
I have explained the expectations to my child	
A parent is in the same room as the child but not on screen.	
My child has logged on with their full name as the teacher knows them by	

***If a teacher notices a child has not followed the checklist, they will be removed from the call.**

Joining a Zoom Call

1. Go to Zoom.us. **It is best to set up an account so you can make sure your child's name is displayed.**
2. Click on 'Join a Meeting'

[JOIN A MEETING](#)

[HOST A MEETING](#) ▼

[MY ACCOUNT](#)

3. Enter the meeting ID that had been sent by the teacher

Join a Meeting

Join

4. Enter the password that had been sent by the teacher
5. Join the meeting with your full first and last name (As the teacher knows it)