



Information and Expectations – Zoom



We at Lessness Heath wish to make the children's home learning more interactive (and fun!) and hope that allowing children to visually see each other will increase their level of engagement. The invitation to parents for each Zoom session and the password will be sent separately by each class teacher via the DoJo app.

Here are some ground rules for online learning in order to comply with our Safeguarding and Data Protection Policies and legislation.

Staff

- Please “buddy up” with another staff member so that they can sit in and observe your call. This could be an LPA, year group partner etc.
- Meetings only last for 20 minutes.
- A Waiting Room should be opened. ‘Chat’ should be disabled. Teaching staff to admit pupils when they are ready.
- Pupils should be reminded at the start of the session that it is a classroom environment and is being monitored by the adults on the call. Children and adults must use polite language when asked to join in.
- Staff should wear suitable clothing. Other members of their household should not be visible or audible. The background scene should be appropriate. Staff are entitled to disable their camera if they wish to do so.
- Staff must use appropriate, professional language.
- Any Safeguarding concerns should be raised with the DSLs via CPOMs. The session should be stopped if there are immediate concerns.
- All sessions will last no longer than 20 minutes and will be ended by the class teacher.
- Class teachers have total control over all participants microphones and cameras.
- Class teachers are to use the Zoom app on the i-pad provided by the school
- If any teacher feels uncomfortable in leading the zoom session they will let a member of SLT know

- This is an opportunity for children to interact with each other, it is not for live teaching to take place.
- At the end of the meeting staff are to END the meeting for all, not just leave.

Parents

- Parents agree not to make any recordings of the session.
- The child's login name should be their first name and just the initial letter of their surname. Zoom is not intended for use by individuals under the age of 16 unless it is through a school subscriber.
- The content of each session is confidential as are the password and invitation codes.
- A parent must be present with the child during the session. Other members of the household should not be visible or audible.
- Parents must dress in appropriate clothing and use appropriate language.
- Parents should not interact with the session but may contact the teacher after the session if there are any questions or concerns.
- If parents or guardians choose to join the session they are providing consent and allowing children to participate in live streaming.
- Parents should ensure that the pupils are aware of the Pupil expectations set out below.

Pupils

- Pupils should be dressed appropriately in front of a suitable background.
- Pupils should be aware that the session is being recorded and that they should behave sensibly, using polite language.
- Pupils should be aware that their voices will sometimes be muted and at other times they will be invited to speak.

If there are any breaches of the above protocol then children will longer be invited at attend Zoom sessions.

We are looking forward to working with the children via Zoom. This is a new experience for all concerned and we hope to work together with our families to make a success of it.