



Snape Wood Primary and Nursery School - Zoom Guidelines and Protocols for Parents and Children

Zoom is an online tool or application that allows video and audio communication to groups. The purpose of using Zoom with the children in our school is to enable face to face interaction during the isolation period. The following protocols have been designed to create a safe environment for pupils and staff when taking part in live ZOOM sessions.

School Expectations and Procedures:

- The lessons will be scheduled by the class teacher or member of staff.
- The class teacher will send an invitation to the Zoom session by adding it to their class story on Class Dojo or via the class email.
- The school will arrange the time and date of the sessions – this will be shared by the member of staff – line managers may be added to the sessions.
- Class teachers will use the waiting room as a function to ensure that children are admitted in one go.
- Class teachers will be taking the register of all attendees and school will follow through with a phone call or doorstep visit to pick up attendance.
- Class teachers will use the 'mute' function at times during the session to enable all participants' views to be heard.
- Children may be asked to use the 'chat' function to offer their answers/discussions etc. – this function can be enabled or dis-abled.
- Any concern regarding safeguarding, the staff member will inform the Designated Safeguarding Lead.
- The Zoom session may be recorded by the school, and stored in line with the school GDPR and ICT policy
- The staff member will apply the school behaviour policy. They will remind the pupil of the policy. If the behaviour continues, the staff member may end the session for that child. The staff member will speak to the parent to discuss the behaviour.
- There should never be a situation where a session takes place on a 1:1 basis with one teacher and one child without an additional adult present.
- There should never be a situation where a session takes place on a 1:1 basis with one teacher groups of parents, without an additional school adult present.
- ZOOM expectations for school meetings (see appendix 1)

Parent/Carer Expectations and Protocol:

- By accepting the Zoom meeting ID and joining the meeting, with parental responsibility, you agree to the terms in this document. The meeting ID must not be shared outside of the invited group.
- To access the meeting, click on the link (you will need to download 'Zoom' prior to this so that it will run on the device you are using). Please note that Zoom can be accessed using a laptop, a tablet or a phone. It can be accessed by gaming devices using the web browser.
- Ensure that the device is fully charged and the children are in the waiting room at least 5 mins before the session.
- Organise your child to be in a quiet room/area for the session to reduce background noise and allow them to focus

- Consider the background where your child is sitting, ideally ensure it is plain and blank. It should not include any personal information (e.g. photos).
- Face to face sessions are for pupils and teachers only. All parent/teacher communication should be via the usual procedures.
- Parents/Carers must not record, share or comment on public forums about individual teachers.
- Please do not use photography, screen shots or any recording equipment (including Zoom recording) during the zoom session.
- An appropriate adult must remain responsible for monitoring and supervising any remote learning sessions to ensure the child is safe and using it appropriately.
- The session will start promptly. If your child is late, their teacher will admit them when they are able to.
- The same behaviour expectations that are set within a classroom apply to the Zoom meeting and the teacher retains the right to terminate a pupil's participation.
- The Zoom session will differ from year group to year group and is age dependent. Please be led by your child's teacher and follow any instructions that they may give
- Share your child's/ren's work by uploading photos to the class story on Dojo.

Pupil Expectations and Protocols:

- Once you have clicked on the invitation link, you will go into a 'waiting room'. Your teacher will allow access to the session. You will know when this has happened because you will be able to see others on your screen.
- You must follow the lead of your teacher, so you may be asked a direct question (you can unmute your device and speak) or a question may be directed to all of the group (you need to put up your hand and the teacher will invite you to speak). Zoom does not work when all participants are talking at once.
- Your teacher will lead the session and will be looking forward to having you participate. Zoom allows you to see and hear one another, almost as if you are in the classroom together, so you will need to take turns and spend time listening to others or to instructions. Please respect the ideas and opinions of others, just like you do at school.
- Attend, listen and do your best in all the sessions.
- Use the exercise books and writing equipment to record your fantastic work.
- Get dressed for your lessons by wearing suitable clothing (e.g. not pyjamas).
- You must follow the school behaviour policy and be ready to learn – Remember the PRIDE values.
- You must attend all the sessions planned and participate in the independent tasks set for you in the afternoon.
- You must sign in using the school account
- Your teacher would like to see you in the sessions, so put your camera on.
- Put your microphone on mute. Your teacher will tell you to unmute if they want you to contribute.
- Do not shout out – use the hands up function or put your hand up.
- You are not allowed to record, take screen shot or photos of the session.
- The chat function should only be used to ask and answer questions and discuss the work, not for general chat.

Lastly and above all, please bring your smile to the sessions. This is a 'different' way of seeing each other and catching up with one another, but we hope that this will be a positive learning experience for all involved.

Zoom Video Conferencing Student Guidelines

**Check sound
and video**



**Make sure an
adult is present**



**Find a
quiet place**



Come prepared



Be on time



**Use a simple
background**



**Mute
microphone
when not speaking**



**Raise your hand to
participate**



Be respectful
Follow the agreements
of the group



VIRTUAL MEETINGS/TRAINING PROTOCOL

- ▶ Listen attentively to the facilitator or presenter
- ▶ Be ready and on time for the meetings– via ZOOM or TEAMS
- ▶ All camera's switched on – replicate face to face training
- ▶ All mobile phones to be switched off (unless agreed by SLT - prior arrangement)
- ▶ Setting must be conducive to the meeting– no-one in room (Confidentiality)
- ▶ No distractions – Raise the hand icon or chat facility to notify SLT if you need to leave the session or screen
- ▶ Save questions till the end or use the chat function.