

Parent guide and protocol for using Zoom

Safeguarding

- Online safety protocol must be followed at all times.
- During the virtual circle time children should be supervised by a parent/carer.
- If you witness or hear anything that is of concern, please end the meeting immediately and report your concerns to the academy or to the appropriate local authority agency.
- Please do not try and make contact with school staff through virtual means outside of the scheduled meeting.
- Please stop other household members from being in the background of the meeting or being close enough for users to hear their voices.
- Please ensure the language of children and adults is appropriate at all times.
- Links to online safety can be found on the Brooke website.

Organisation

- Please ensure that your child is in a suitable (not a bedroom) quiet room to limit noise, which will enable all users to hear each other.
- If possible your child should 'mute' their voice when not participating in the circle time.
- The aims of the circle time are stated at the top of this letter. The focus of the session will be directed by the teacher; it is not an opportunity for children or adults to ask their own questions, please ring the school or email BR-admin@vennacademy.org if this is the case.