

15/01/21

Dear Parents and Carers

### **RE Zoom Live teaching sessions**

Please find information below regarding the protocol and expectations of teachers, parents and children during live zoom teaching sessions

During National Lockdown teachers are providing 3 Zoom teaching sessions each day. These sessions aim to reduce any stress and anxiety for parents whose children are receiving education at home. The sessions will focus on the National Curriculum, with the content being as close to the 'in school' curriculum as possible.

As you will appreciate, live teaching is difficult and we ask that parents and carers are understanding of the difficulties we face when trying to teach large numbers of children in this manner.

We strongly encourage all children to attend the Zoom sessions. Parents and carers will need to download the **Zoom** app before the session and familiarise yourself with how to use it. The Zoom app can be downloaded to a mobile phone through your device app store or at <https://zoom.us/>

A text message containing a link to the session will be sent to the registered mobile number before the session begins.

By allowing your child to join the sessions you are agreeing to the protocol below, which we ask that you read before allowing your child to participate.

Kind regards

Emma Levers

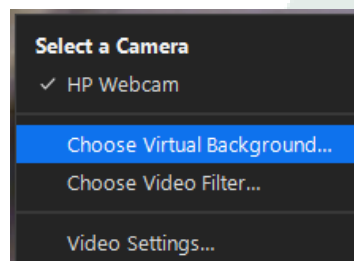
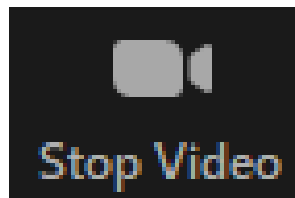
Head of School

## **Parent guide and protocol for using Zoom**

### **Safeguarding**

- Online safety protocol must be followed at all times. We encourage all parents to read and apply the online safety guidance found on the NSPCC website [Online safety | NSPCC](#)
- Please ensure that appropriate parental controls have been applied to the device that your child will use.
- Children accessing the session should be supervised by a parent/carer.
- If you witness or hear anything that is of concern, please end the session 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 session.
- Please stop other household members from being in the background of the session or being close enough for users to hear their voices.
- Children should access the call from a suitable location. Parents should check their child's surroundings to ensure that they are appropriate i.e. age appropriate posters etc on display. A background can be applied by parents if they want to stop other members of the call viewing the surroundings of their child.

Once on the zoom call click on the video icon and then 'choose virtual background'



- Please ensure the language of children and adults is appropriate at all times.

### **Organisation**

- Children will be reminded of the learning and behaviour expectations at the start of the session.
- A register will be taken at the start of each session.
- Child should be located 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.
- There may be a short opportunity at the end of the session for children/parents to ask questions, however where this is not possible please ask the teacher to call you or email

EYFS: [BRK-EYFS@vennacademy.org](mailto:BRK-EYFS@vennacademy.org)

KS1: [BRK-KS1@vennacademy.org](mailto:BRK-KS1@vennacademy.org)

LKS2: [BRK-LKS2@vennacademy.org](mailto:BRK-LKS2@vennacademy.org)

UKS2: [BRK-UKS2@vennacademy.org](mailto:BRK-UKS2@vennacademy.org)

- Children must engage sensibly with the sessions. Poor behaviour will not be tolerated. The school behaviour expectations apply throughout the session. Children who are displaying unacceptable behaviour will be removed from the session and parents contacted once the session has finished.

## **Teacher guide and protocol for using Zoom**

### **Safeguarding**

It is important that all staff who interact with children, including online, continue to look out for signs a child may be at risk. Any such concerns should be dealt with as per the Child Protection Policy and where appropriate, referrals should still be made to children's social care and as required, the police.

Online teaching should follow the same principles as set out in the code of conduct.

Schools will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

### **Organisation**

Below are some things to consider when delivering virtual lessons/video conferencing, especially where webcams or phones are involved:

- Staff must only use platforms agreed by the school to communicate with pupils, and it is the responsibility of the teachers to gate keep and check content and comments.
- 1:1 video conferencing is strictly prohibited – On no occasion should staff make or take video calls with pupils.
- Staff will ensure that they are seated in a suitable location for the session. When providing the session from home the member of staff will ensure that surroundings are appropriate.
- Suitable clothing should be worn by the teacher and other adults
- Language and behaviour must be professional and appropriate.
- Staff should record the length, time, date and attendance of any sessions held.

- Staff should ensure they are working from a suitable area in school when accessing virtual calls or meetings.
- Staff should ensure that once all children are within the meeting, the meeting will be locked so that no other members can join.
- Staff will remove any participants who are not following these guidelines.
- The meeting will be ended if the member of staff witnesses or hears anything of concern. The details will be passed to the DSL.

The link below provides further information about Zoom should you require it.

<https://www.littledayout.com/2020/03/31/parents-students-guide-how-to-use-zoom/>