

Appendix 2

St. Anne's Catholic Primary School



Parent guide and protocol for using Zoom

Safeguarding

- During the virtual catch up meetings or other teacher and pupils meetings that only involve your child, they should be supervised by a parent/carer.
- No file sharing or chat facilities are enabled
- All lessons have encrypted invites, unique meeting IDs and secure passwords
- If necessary, the teacher can remotely remove a child from a live lesson if there is inappropriate behaviour
- All zoom lessons will be locked to new participants after 5 minutes so please be on time for your lesson.
- If you witness or hear anything that is of concern, please end the meeting immediately and report your concerns to the school 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 St. Anne's Primary School website.
- No recording of any online meetings or lessons is permitted.
- When joining as Zoom lesson your child will be placed in the waiting room until their teacher accepts them into the meeting
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Organisation for Home Learning

- 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.
- Your child should 'mute' their voice when not actively participating in the lesson.
- Only the teacher can share their screen

- The focus of any sessions will be directed by the teacher; they will be clear what expectations there are and we ask you to avoid asking questions until the allocated time to do so is made clear.
- All lessons have encrypted invites, unique meeting IDs and secure passwords
- Parents/carers should be mindful that 'background noise' including their own conversations, is picked up on the child's mic for everyone to clearly hear if not muted.
- There will be opportunities to gain further support from staff should it be needed and this will be explained to you by the member of staff at the start of each session.

Child's Version of the Rules

(Please go through these rules with your child)

While I am taking part in a Zoom lesson, I agree to:

- Raise my hand when I have a question or an answer and wait until my teacher speaks to me before I speak
- wear suitable clothing
- sit in my living room/kitchen/playroom where my grown up is
- behave as I would in school
- Always remember that I can be seen
- Ask other people in my house not to join in with my lesson
- Not to record, store, or share any video or pictures of the lesson