

Appendix 2

St. Anne's Catholic Primary School



Parent guide and protocol for using Zoom

Safeguarding

- Links will be sent via email. Please do not share these links with others.
- Please ensure that your child or you are easily identifiable by your Zoom name. Staff will not admit attendees with numbers or unfamiliar names.
- Please keep your camera on at all times to ensure easy identification and staff are aware who is present.
- When joining as Zoom lesson your child will be placed in the waiting room until their teacher accepts them into the meeting.
- During the virtual catch up meetings, or other teacher and pupil meetings that only involve your child, children should be supervised by a parent/carer.
- No file sharing will be enabled
- The chat facility is to be used only when prompted by the teacher as part of whole class questioning or discussion- no chatting between pupils is permitted.
- If necessary, the teacher can remotely remove a child from a live lesson if there is inappropriate behaviour
- No recording of any online meetings or lessons is permitted.
- 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.
- Please do not try and make contact with school staff through virtual means outside of the scheduled meeting.
- 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.
- Links to online safety can be found on the St. Anne's Primary School website.

Organisation for Home Learning

- Please be punctual to the lesson.
- Please ensure that your child is in a suitable quiet room (not a bedroom) to limit noise, which will enable all users to hear each other.
- Please ensure your child has all the resources identified, to hand at the onset of the lesson.
- Your child should 'mute' their voice when not actively participating in the lesson. If the teacher has muted your child, please do not unmute them unless it is an emergency.
- 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.
- The chat facility is to be used only when prompted by the teacher as part of whole class questioning or discussion- no chatting between pupils is permitted.
- 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.
- Please do not attempt to talk to the teacher during the lesson either by unmuting or using the chat facility
- Please encourage your child to behave in a similar manner as they would in school. Interrupting your child, allowing/encouraging your child to eat during a lesson, leaving and returning the lesson, using the toilet, introducing family pets on screen and other behaviours that would be disruptive whilst in the classroom, will also be disruptive whilst at home.
- Please encourage your child to be independent when participating in the online lessons.

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
- ❖ Keep my camera on at all times
- ❖ Behave as I would in school and in a lesson with my teacher
- ❖ Not to use the chat to contact my friends during a lesson
- ❖ 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