



Dear parents.

We would like to thank you all for your support over the last few weeks. The work that the children have been doing at home and in school focuses on academic curriculum activities and less on the social aspect that school provides. Some feedback that we have had when talking to parents is that some children are missing each other and would like the opportunity to see each other. We have therefore decided to set up a class Zoom session where we will invite your children to join in. Those at home can login and those at school can do it in the classroom so that all the children see each other.

We will trial this the week before half term. When people have signed up, we will send them the link out with how to join the meeting. Please see below for the times for your child's class.

#### Zoom sessions

- **Opal and Topaz (Miss Holloway and Mrs Willison)**-Thursday 11<sup>th</sup> February 2021 at 2pm
- **Emerald (Miss Newbury)**- Thursday 11<sup>th</sup> February 2021 at 1pm.
- **Sunstone (Miss Brock)**- Thursday 11<sup>th</sup> February 2021 at 11am.
- **Moonstone (Mrs Hall and Mrs Passan)**- Friday 12<sup>th</sup> February at 9.30am
- **Sapphire (Mrs Worth)**- Wednesday 10<sup>th</sup> February at 11am.
- **Amethyst (Mrs Dickinson)** - Thursday 11<sup>th</sup> February at 11.45am
- **Turquoise (Mr Gross)**- Wednesday 10<sup>th</sup> February at 9.30am.
- **Quartz (Miss Smith)**- Thursday 11<sup>th</sup> February at 9.30am

If you would like your child to take part in the Zoom session, please email the office with the below. Please add in the details that are relevant to you.

*I would like my child (ren) \_\_\_\_\_ to take part in their class Zoom on the  
\_\_\_\_\_ with their teacher \_\_\_\_\_.*

By signing up to this Zoom, you are automatically agreeing to our Trust's Zoom expectations. Please read these below and if you have any questions, do not hesitate to contact us.

Best wishes

John Turner



## **'Zoom' Video Conferencing** **Home/School Agreement**

As we are currently in a national lockdown, we have recognised the importance and value of video sessions for the children, which will enable pupils to meet virtually via 'Zoom' and to see each other and 'catch up.' We feel that this will benefit our children, families, and school staff greatly.

We are proposing to check-in with pupils, guide and celebrate learning, and share stories. We would encourage all children to take part for their positive mental health and well-being, and to sustain a sense of community and 'togetherness,' even when away from school.

To support us in using 'Zoom' (a video conferencing platform), and for these meetings to be a success, we have created a 'Home/School Agreement' for 'Zoom,' in order that we all share and understand the best way to meet up, enjoy and benefit from the video calls.

**By attending the zoom call, you are agreeing to this policy.** If you do not wish for your child to attend the zoom meetings or have any other concerns, please contact the school office.

Thank you, in advance, for your support in this.

Mr John Turner  
Headteacher

### **SAFEGUARDING:**

By way of reassurance, we have taken all reasonable precautions, putting safeguarding procedures in place to ensure our classes remain safe and to guarantee the well-being of both pupils and teachers during all video calls.

Our teachers have been trained in safeguarding procedures and have been issued with a checklist to minimise any risks as much as possible.

These include, but are not limited to:

- Connection links being only sent out to parents who have not withdrawn from this policy.
- Pupils without cameras being asked to identify themselves in a call. (If they are not able to, they will be removed from the session.)
- Unidentified participants being asked to leave.
- Parents are not permitted to film or take photos of the sessions.
- Sessions starting and finishing punctually. (Pupils will be required to wait in a "waiting room" until others arrive, before the "room" is opened - just like in the real world.)
- The 'Zoom' room being locked, so that nobody can access it without being let in by the teacher.

If used properly, 'Zoom' offers excellent security settings. (It is the preferred provider for private conferencing in many large companies.) 'Zoom' also offers an end-to-end encryption, so it is protected from outside interference as any similar conferencing providers, and after extensive research we believe it is the optimum platform to support our catchups and sessions online.

## **When using 'Zoom':**

### **Parents are expected to:**

- Make sure children attend their session and are on time.
- Always supervise their child/ren. (Children should not be in their bedroom!)
- Ensure children are 'ready for school,' including being dressed appropriately.
- Check that their child is muted during the call, unless asked to unmute to contribute.
- Guarantee that the language of all children and adults is always appropriate.
- Use a recognisable 'username' on 'Zoom,' so that the teacher can easily identify and admit them into the meeting.
- Check appropriate background is used.
- Ensure that the session is not filmed or photographed.
- Recognise that 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.)

### **Children are expected to:**

- Be visible throughout the session, with the camera on all the time.
- Be on mute unless a member of staff asks to unmute.
- Follow our school expectations of behaviour, always.
- Raise their hand if they wish to speak to the group.
- Follow all instructions.
- Try their best.

We ask that all children bring a smile to the meeting. We recognise that this is a 'different' way of seeing and catching up with one another, but we hope that this will be a positive experience for all involved.

### **Teachers are expected to:**

- Use their school laptop for conference calls.
- Send out the invitations for all class members, where possible, the day before the call.
- Be dressed appropriately and professionally.
- Note non attendees
- Use professional and appropriate language.
- Ensure they are working from a suitable area when accessing virtual calls or meetings.
- Remove any participants who are not following the home/school contract guidelines.

If you have questions or concerns about your child's use of online tools, please contact their class teacher in the first instance.

We appreciate your support during this challenging time and continue to work hard to keep our pupils engaged and supported. THANK YOU