



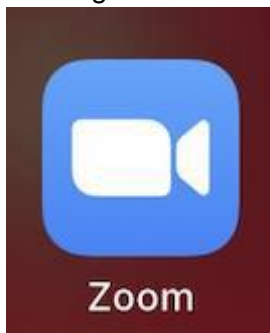
Children and Parents' Guide to Zoom

Tips

- **Audio quality** is important on the calls. If possible try to use a headset with an inline microphone. Standard apple headphones or similar are a good option as well as most bluetooth headsets.
- **Find a quiet place to work from.** It can be very distracting with lots of background noise and most device mics can pick up a lot of it. Close the door to the room you are in and ask other family members not to disturb you.
- **Make sure you are ready for your lesson.** Have you been to the toilet? Do you have anything you might need? Do you have a pen and some paper to make notes? Are you suitably dressed? (You don't need to be in school uniform but no pyjamas please!)
- **Proximity to others in the same meeting.** Try not to be in the same room as others using this Zoom as it will create a horrible audio feedback loop. *Rush to hit the mute button if it does happen.*
- **Test your connectivity at home.** Find the best place on your wifi that works best with your working environment. Poor connection will waste time on the call and lower the experience
- **Remember where the camera is located** on your device and try to talk into it as much as possible.

Step 1

Install the Zoom application on your device before the first meeting, the icon looks like this: you do not need to set up an account – all information you need to access the meeting will be sent to you in the meeting invitation via the email address you have supplied us.

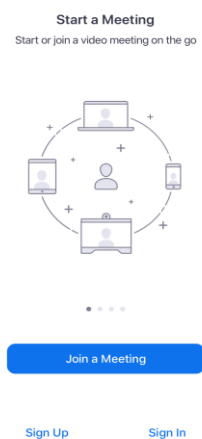


Step 2

Make sure you have the meeting code for the lesson you want to join. These will be emailed out to parents once a week. Each week's meeting will have a different code and will be specific to your child's class.

Step 3

Press the Join A Meeting button.



Step 4

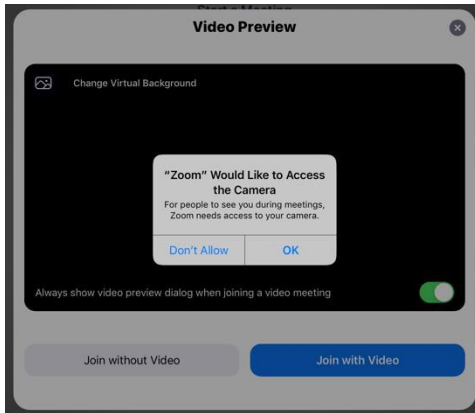
Type in the meeting code. You should then be able to see your teacher on screen. Make sure your microphone is muted and DO NOT unmute it unless your teacher asks you to.

You will need to accept the terms of service (you will only need to do this the first time you use Zoom)

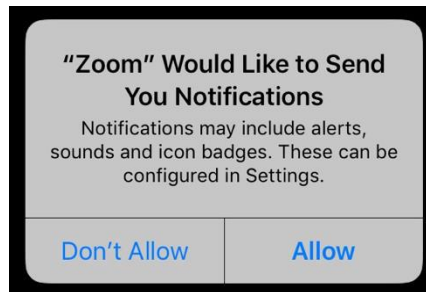


Step 5

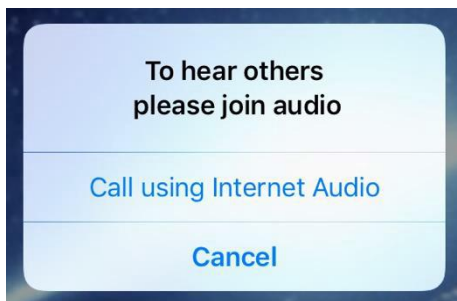
Your device may require you to follow this step, but if you have already used this device with Zoom, it may skip this. To allow Zoom access to the camera click OK and then click join with video.



Allow access to the microphone and also allow Zoom to send you notifications.



Finally, click Call Using Internet Audio. You are now ready to Zoom!





During Zoom call you might need to click on Gallery view (top left of the screen) so you can see everyone else who is joining the lesson. While the teacher is talking it is best to remain in active speaker mode.

In order to help our class Zoom calls to run smoothly, we are asking everyone to follow the Code of Conduct which will be sent to you in separate document.