



Key Information for Pupils and Parents - Zoom Code of Conduct

In order to safeguard the children and our staff, we have outlined a Code of Conduct which the children must agree to follow and some key information for parents. Please read both and share the Code of Conduct with your child/children.

Code of Conduct for children

1. Be ready! If you have anything to show the group then have it ready, make sure you've been to the toilet and have a drink at hand if you need it.
2. Stay in one spot. There's nothing worse than a wobbly camera distracting people.
3. Don't use a fun background. Again, this can be distracting for the class. Try and go for a plain wall where light isn't streaming into the camera.
4. Know when and how to mute. Your audio will be muted at the start of the call by the members of staff and will only be unmuted when it is your turn to talk.
5. Find a quiet spot. This will make it easier for you to hear your classmates and also them to hear you when you're talking.
6. Be on time. You can get into the Zoom call early and be in the Virtual Waiting area until the call starts.
7. Wait your turn. The member of staff leading the meeting will let you know when it is time for you to speak. If you have a question, raise your hand like you would in class so the teacher knows you have something to ask.
8. Be presentable. Take a few minutes to make yourself presentable. Brush your hair and change out of your pjs!
9. Be respectful! During the call act as you would in the classroom showing respect and listening to the person who is speaking. Be kind and respond appropriately to other people's comments. The chat feature is not to be used.

(Parents information can be found overleaf)

Key information for Parents

1. Each Zoom call will have a meeting number and password. You must use these to gain access. These will be sent to you once a week via our Teachers2Parents e-mail service and will be specific to your child's class chat for that week
2. In the interest of safeguarding, it is essential that parents do not share the meeting details and login information with any other parents or people.
3. Zoom calls will be no longer than 30 minutes.
4. You must be present in the room with your child during the Zoom call.
5. The child's name and the first initial of their surname has to be posted when joining the Zoom, otherwise the teacher will reject the participant.
6. You will NOT need to set up a Zoom account or sign into one. It will be hosted by the teacher/school and the children will only require the meeting ID and password to access and be part of the call.
7. The instructions for accessing the call will be sent by a member of staff together with the first Zoom meeting details.
8. There should be no inappropriate content on any of our video calls. Please contact the school if you are concerned about any of the content of the video call.
9. To comply with GDPR and to continue to protect your children, we must request that, under no circumstances, must any child or adult film or take any photos during the Zoom call.
10. Microphones will be muted by the teacher at the start of the call and only unmuted when it is your child's opportunity to speak. The children should not be 'unmuting' themselves.
11. At least two members of school staff will be present in each zoom meeting for safeguarding purposes.
12. We are sure that the children will follow all of these rules, however, please be aware that if not then they may be warned by the member of staff and could be removed from the call. The teacher will then have a follow-up phone call with the parents once the Zoom call has ended to discuss the matter further.
13. In-chat messaging will be disabled.

If you are unable to attend any of the Zoom calls, we would be grateful if you could let us know in advance by emailing school.

Thank you,

Mrs E Alderson - Head Teacher