

Using Zoom – Information for Parents

We have followed all relevant online safety guidance to ensure the safeguarding of your child throughout the meeting. If you have any questions, please email the 'host' (your child's teacher) before the meeting is due to start.



- If you give permission for your child to join the Zoom meeting, please help them set it up using the steps below. The meeting will be moderated by two members of staff who will take responsibility for behaviour management. The meeting is for the children; could we please request that you do not participate. It is, however, good practice to be nearby when your child is online.
- It is not essential that children join this meeting so please don't feel under any pressure to allow your child to join if you'd rather they didn't. If your child does join us, we will assume you have given permission.

Joining a meeting:

- The 'Meeting ID' and password will be emailed to you approximately 1 hour before the meeting is due to start. Please DO NOT share this with anyone else. Anyone who tries to enter the meeting without permission can be immediately ejected by the host.
- To participate, go to <https://zoom.us/join> on a computer or download the FREE Zoom app on your phone / tablet. You do not have to enter any personal information.
- Nobody can join the room before the host though you will be able to log in 15 minutes before the meeting is due to start.
- When joining the meeting, it will ask for a name – please use your child's real first name.
- If your child does not want to be seen by others, you have the option to turn the video off. If they do want to be on the video, you must have a functioning webcam enabled – please be aware of the background!
- The meeting will end at the specified time. When the host ends it, everyone else will be immediately disconnected.

Rules:

- The options to chat amongst themselves, share their own screen or record the meeting will be disabled. They will be able to use the options to 'raise their hand' or 'vote' during the meeting.
- Children should respect their peers and behave appropriately during the meeting. Anyone not following the rules will be warned and potentially ejected from the meeting. If we are forced to eject your child, we will email you to explain why.

THANK YOU!