

Quick Guide for Zoom Sessions

King Ina C of E Academy

KING INA



CHURCH OF ENGLAND ACADEMY

Zoom Guidance for Parents and carers:

- Online sessions should only be accessed in a shared family area (never a bedroom). Make sure you Zoom in a room where there is an adult present or an adult can hear the meeting.
- Pupils should be appropriately dressed.
- Other family members should be made aware that a live lesson is taking place in this space so they can also act appropriately when present in the background.
- Appropriate language and activity in-line with on-school site expectations should be used at all times.
- The camera on your device may be disabled for all or part of a session. In this event the children will be joining the online session using the microphone on their device.
- You will be asked for permission if this session is recorded by the school. No-one else should take screen shots or recordings of the session.
- No images or recordings of the session will be shared within or outside the school environment. Do not repost images online or on social media.
- Do not share any data, such as names or other information that may be heard or seen as part of the lesson.
- Normal classroom standards of behaviour are expected. If these are not adhered to, access to these sessions will be removed.
- Online lessons and live lessons are to enhance the learning and curriculum for the pupil and are not for parental feedback or to be used as an opportunity for additional parent- teacher discussions. These should be booked for another time.

Zoom Guidance for children:

- Make sure your name is clear so that your teacher knows who you are when you are in the Zoom waiting room. No nicknames! Eg, Fred Smith not superfred2000
- When your class are Zooming, there may be times when your teacher mutes everyone. Raise your hand to speak so that your teacher knows to unmute you. If we are all unmuted, raise your hand so your teacher can say your name, then you know it is your turn to speak.
- Do not use the chat facility to type unless you are asked to.
- Remember to be polite and use good manners. Speak to us as if we are in the classroom.

Happy Zooming!