



## Great Bardfield Primary School ZOOM Protocol-January 2021

Dear Parents/Carers,

In order to safeguard the children, we have included a **Code of Conduct** which parents and children must agree to follow and some **Key Information for Parents**. Please read, sign and return these documents and share the Code of Conduct with your child.

### Zoom Bubble Key information for Parents

- Each 'Zoom Bubble' will have a meeting number and password. You must use these to gain access to the meeting.
- Zoom Bubble times, meeting IDs and passwords will be shared via Seesaw and Tapestry.
- You must be present in the room with/within earshot of your child during the zoom call.
- The child's **full name** has to be posted when joining the zoom, otherwise the teacher will reject the participant.
- In the interest of safeguarding, it is essential that parents do not share the meeting details and login information with other parents or people.
- The instructions on how to use Zoom are detailed below.
- 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.
- For your child's safety there will always be two adults (either two teachers or a teacher and an LSA) in the room.
- To comply with GDPR and to continue to protect your children, we must request that no child or adult films or takes photographs during the zoom call.
- Microphones will be muted by the teacher at the start of the call and only unmuted when it is your child's opportunity to share their work. The children should not be 'unmuting' themselves.
- If a child is not following the rules, they will be warned by the teacher. If they continue to be disruptive then they will be removed from the call. The teacher will then have a follow-up phone call with the parents once the zoom has ended.
- In-chat messaging will be disabled.
- Our Zoom Policy is available on the school website should you wish to read it.

### Code of Conduct for children

- **Be ready!** Make sure you have been to the toilet and have a drink at hand if you need it.
- **Stay in one spot.** There's nothing worse than a wobbly camera distracting people.
- **Know when and how to mute.** Your audio will be muted at the start of the call by the teacher and will only be unmuted by the teacher.
- **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.
- **Be on time.** You can get into the Zoom call early and be in the Virtual Waiting area until the call starts.
- **Wait your turn.** Your teacher will let you know when it is time for you speak. If you have a question, raise your hand like you would in class so the teacher knows you have something to ask.
- **Be presentable.** Take a few minutes to make yourself presentable. Brush your hair and teeth and change out of your PJs!
- **Be respectful!** During the call, behave as you would in the classroom. You wouldn't eat or be unkind to someone in class, do don't do it on the call. Poor behaviour could mean you are removed from the call.

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Please complete the form below and submit by email to the office (admin@greatbardfield.essex.sch.uk) by no later than **Monday 4<sup>th</sup> January 2021**

**'Zoom Bubble' Code of Conduct Agreement for Parents**

- I confirm I have read and understand the 'Key information for Parents'
- I confirm I have read the 'Code of Conduct' to my child.
- My child and I fully understand the code of conduct and agree to it.
- I agree with the warning system in place and to children being removed from the call if necessary.
- I am happy for my child to participate in a 'Zoom Bubble'.

Name of child.....

Class.....

Signed.....

Date.....