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Two travellers are transformed and enriched by sharing their journey with a guide. We view our work to be similar in making a difference to future lives. We travel together on our journey of transformation and commit our school to always being supportive, nurturing and challenging.
Luke 24: 13 – 35

Zoom Meetings

Friday 12th June 2020

Dear Parents and Carers,

In order to support you and your child's wellbeing during these tricky times, we are setting up a weekly Zoom meeting for all children who are home-learning with their available classmates and with home-learning support staff next week. Zoom is an online video conferencing site/app which I am sure many of you have become familiar with in recent times.

The aim of the meeting is to enable the children to:

- Maintain contact with the staff member who is supporting home-learning
- Keep contact with each other
- Create some routine for your child within their week

A member of staff will host the meeting so there is no need for you to sign up to anything. However, you will need to do the following in preparation if you wish for your child to take part:

- Ensure that you have a stable internet connection on a device (such as a laptop, tablet or phone)
- Download the free Zoom app or visit the website zoom.us
- Click on **Join a Meeting** at the time of the meeting
- Enter the meeting ID number (shared through Class Dojo)
- Enter the password (shared through Class Dojo)

From this point forward, you will be put into a waiting room before our child's home-learning support staff grants you access. At this point you should begin to see other people appear on your screen. The staff member will support you to troubleshoot any issues from this point forward and explain any rules for the session. A designated safeguarding officer/member of the senior leadership team will also join the meeting.

Please can all parents stay close to support your child during the meeting. For safeguarding reasons, a parent/carer must be acknowledged on the screen by the class teacher before a child can participate. Children should not be accessing these meetings independently without parental knowledge.

Swineshead St Mary's Church of England Primary School, Abbey Road, Swineshead, Boston, Lincs,
PE20 3EN Tel: 01205 820356

Sutterton Fourfields Church of England Primary School Park Avenue, Sutterton, Boston, Lincs,
PE20 2JN Tel: 01205 460547



Please also note that:

- recordings or screen shots of the meeting are not permitted
- parents/carers should allow children to try and participate independently as much as possible (age-dependent) once on-screen consent is given

The structure of the session will be as follows:

- Children will be given a few minutes to settle into the meeting and for everyone to catch-up
- A member of staff will ask a wellbeing question to the class i.e. What is the best activity you have done whilst being away from school? The member of staff will ask each child in turn to respond. The member of staff will direct this by stating the child's name so they know it is their opportunity to speak
- The children then will take part in a short quiz
- The staff member will end the meeting

The session will last approx. 20 minutes.

I have created a Zoom risk assessment and ask that you read this before allowing your child to participate. Please note that participation is optional.

We hope that these sessions will help your child to feel connected with their classes once again and that as many of you take part as possible.

Please do not hesitate to get in touch if you have any further questions.

Yours sincerely,

Mrs. Claire Collett

Executive Headteacher
Sutterton Fourfields CE Primary School
Swineshead St Mary's CE Primary School



ZOOM CLASS MEETING INSTRUCTIONS AND REQUIRMENTS FOR PARENTS

- **Read the following safety guide for parents concerning ZOOM**
<https://www.saferinternet.org.uk/blog/what-%E2%80%A6-zoom-guide-parents-and-carers#How%20Zoom%20works>
- Set up Zoom on your device and if using the APP ensure it has been recently updated. (pls see info at end of document for more info re the APP)
<https://support.zoom.us/hc/en-us/articles/360034967471-Quick-start-guide-for-new-users>
- **Test with friends and family before using with school**
- Receive the meeting details of class ZOOM meeting via Dojo
- Receive the password for class ZOOM meeting via Dojo
- Join meeting <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-meeting>
- Change attendees name to your child's name – we know it is you then in the waiting room. Ensure you are present at the start of the meeting, in the same room and we will check this when your child is invited to the meeting from the WAITING ROOM
- Change the background if you can or make sure there is a blank background, or anything behind your child you are happy for all other parents to see.
<https://support.zoom.us/hc/en-us/articles/210707503-Virtual-Background>
- Ensure your child is clothed appropriately – as they would be for a non-uniform day here in school
- Explain to your child they will be in a waiting room at first until the staff member invites them. This might take a while as each person has to be invited in one at a time and we have to check they are who they say they are. Please go onto Zoom 15 minutes before so we can admit each child. Ensure you child is present when invited from the Waiting Room and video is switched on – we will be using old style FACE RECOGNITION!
- Ensure you know how to leave the meeting so you can leave the meeting if your child starts to behave inappropriately or someone enters the shot who is not dressed appropriately or is behaving inappropriately.
- Explain to your child the staff member will be in charge of the sound for everyone and will unmute you when it is your turn to talk. They will not need to unmute themselves and they should not. Most of the time everyone but the member of staff / EHT/ HoS/ DSL or one person at a time will be muted.

