

WOODSIDE 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.
- Receive the meeting details of class ZOOM meeting via Dojo
- Receive the password for class ZOOM meeting via Dojo or text message
- **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
- Please allow zoom meetings to be where you can supervise from a distance. Do not allow your child to do a zoom lesson in their bedroom. (unless you are there)
- Please try and discourage other family members from joining in, particularly pre-schoolers.
- 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.
- Ensure your child is clothed appropriately – as they would be for a non-uniform day here in school
- Encourage your child to sit still in sight. They would not get up and walk round in class
- Have a pencil and paper ready, just in case
- 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 10 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 or one person at a time will be muted.
- Children should avoid using the 'chat' facility unless asked.
- Encourage children to use the 'raise hand' option on the screen.
- Staff record zooms in order to reflect on lessons and follow up issues.

Many thanks