

St Barnabas CE Primary School

Zoom Class Meeting Protocol (Nyong’o and Attenborough Class)

Although Google Meets is our preferred platform for live sessions, Nyong’o and Attenborough Class will use Zoom, supported by parents.

The purpose of Zoom Class Meetings can include:

- regular face to face contact with as many children as possible in the class
- allowing teachers to share learning overviews with children
- checking in on children’s learning and/or wellbeing
- show and share learning with the class and celebrate achievements during the week

Teachers may also use these opportunities to share stories, answer questions, lead debates and lead very short teaching sessions e.g. phonic sounds, or to explain some tasks in more detail.

PLEASE NOTE: These sessions are for children, not adults/parents.

In order to create a safe environment for pupils and staff when taking part in Zoom Meeting sessions, the following considerations must be observed:

1. By accepting the Zoom meeting ID and joining the meeting, with parental responsibility, you agree to the terms set out in this document.
2. The meeting link will be sent to the parents of the class via ClassDojo or email. The meeting ID is to remain confidential and not to be shared to anyone that it was not designated to.
3. The teacher will set up the meeting with a password and enable a waiting room to prevent unauthorised access.
4. Participants will be admitted by the host teacher and will be muted on starting the meeting.
5. Zoom is only to be accessed by a device in a communal family space.
6. It should be accessed and supervised by adult to deal with any technical difficulties.
7. Attendees should be dressed appropriately.
8. Recording, photos or screenshots of the Zoom meeting are not allowed by participants or parents.
9. The Zoom meeting will be recorded by the hosting teacher and stored in line with the school GDPR policy.
10. The Zoom meeting will be locked by teacher 5 minutes after the start time so that it can only be accessed by authorised participants. Unfortunately, anyone arriving late to the meeting will not be able to gain access even with meeting ID.
11. For participants some Zoom facilities will be disabled by the host teacher. This includes but is not limited to the screen record function, chat and screen share.
12. The same behaviour expectations that are set within a classroom apply to the Zoom meeting and the teacher retains the right to terminate a pupil’s participation.