

ZOOM Guidelines



When using **Zoom** to provide interactive online learning support for your child ...

We will ...

Ask for your **consent** and then set up a **Zoom 'meeting'** at a **specific time each week**.

Prepare our resources and interactive session so we are ready to start at the agreed time.

Set up our device in a **safe neutral space** which is downstairs, away from other members of our households and free from distractions.

Send you an **'invite'** by email from our school email address: '.....@lanercost.cumbria.sch.uk'

The email **subject** will be **'Lanercost learning session'**

And will contain: A **web address** so you can access **Zoom**
A unique **Meeting ID number**
A **Password**

Please can you ...

Agree a **convenient time slot** for this recurring meeting to take place.

Make sure you and your child are **ready to start** the Zoom 'meeting' at the agreed time.

Set up your device e.g. computer, ipad or mobile phone **on a table** where your child will have **access to felt tip pens and blank paper**.

This should be in a **downstairs room** and **NEVER** in a private room such as a bedroom. Think about what the camera will see in the space you are using - position the device to avoid showing things you do not want other people to see including other family members not involved in the session.

NOT share the meeting ID or password with anyone else.

These **two authentication factors** ensure that **only** the Lanercost member of staff and you can access the 'meeting'. This is important to **keep us all SAFE online**.

To join the meeting 'copy' the **web address** from the email and then paste it into your usual internet browser using the 'paste and go' option. This will take you straight to the Zoom website.

Click on **'Join a meeting'** (you do not need to sign into Zoom to join a meeting unless you wish to set up a free account)

Type in the **Meeting ID number** and then a **Display name** (this is the name that comes up on the screen during the meeting)

Then type in the **Password** to join the meeting

Deliver an **engaging interactive learning input** to your child.

Maintain a **focused** approach.

Stay in the room with your child at all times during the

'meeting'. Help them if they need it e.g. to hold up their writing so it can be seen on screen.

NOT VIDEO or take any screen shots of the session.

We will make a brief note of the 'meeting' start and finish times, name of child and parent present, reason for 'meeting' e.g. Phonics booster, Maths support ... along with what worked well, or what needs to be different, to inform our planning.

NOT VIDEO or take any screen shots of the session.

Keep to the **agreed session length**.

Use the session for the **agreed purpose**.

Keep discussion focused on **what is happening in the session**.

Use **usual communication channels for other discussion** e.g. **email, Tapestry or ClassDojo**

Tell you when the session has ended and thank you and your child for taking part.

Once you have left the meeting we will **end the meeting and sign out of Zoom**.

Say goodbye

To leave the meeting: Click on **'Leave Meeting'**