



High Peak Federation



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Zoom Protocols

Dear Parents and Carers,

From Monday 11th January, children in all classes will be able to access regular Zoom sessions with their class teacher(s). We have trialled a few sessions so far and these have been well received. Adhering to the guidance detailed below, will help these sessions to run safely and successfully.

If you would like your child to participate, you will need to download the **Zoom app** before the session and familiarise yourself with how to use it. The Zoom app can be downloaded through your device app store, or Zoom can be accessed at <https://zoom.us/>

The sessions will be led by the class teacher, who will send you the meeting ID and password you need to access the session.

We hope the sessions will help the children to keep in contact with their peers and class teacher and also provide an opportunity to share experiences and thoughts about learning at home too. Although some of us will be well used to accessing Zoom, or similar platforms, others will be very new to the experience so it may take a little while for everyone to get up-to-speed with how it all works most effectively.

It is not a requirement that schools should provide such sessions, so I would like to thank the teachers for taking on another approach to supporting home learning in addition to all that is already being asked of them.

Mr Parry



Parent guidance for using Zoom

- Online safety protocols must be followed at all times.
- Please join the meeting and wait in the 'lobby' to be admitted – try to avoid being late for the session.
- Parents will need to use a recognisable user name on Zoom, so the teacher can admit them into the meeting.
- Your child should 'mute' their voice, until the class teacher lets them know it is okay to unmute.
- During the session children should be supervised by a parent/carer.
- Please ensure other household members are not close enough for users to hear their voices.
- Please ensure that your child is in a suitable (not a bedroom) quiet room to limit noise, which will enable all users to hear one another.
- Please ensure your child is dressed appropriately.
- Please ensure the language of children and adults is appropriate at all times.
- Some Zoom sessions will be at the same time each day. Meetings such as these can be scheduled and we can use the same login (Meeting ID and Password) for every session. Some Zoom sessions might be at different times and therefore need a fresh login for each session. Either way, you will be provided with the login details prior to the session and it is important that these logins are kept private to those in the group.

The following link will provide everything you need to know about using Zoom:

<https://www.littledayout.com/parents-students-guide-how-to-use-zoom/>



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