



Shankhill C of E Primary School

*Our vision: Creative learning, personal achievement and happiness.
Enabling everyone to flourish and 'to live life in all its fullness'. (John 10:10)*

ZOOM Guidelines

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

We will ...	Please can you ...
Ask for your consent and then set up a Zoom 'meeting' at a specific time.	Make sure you and your child are ready to start the Zoom 'meeting' at the agreed time.
Prepare our resources and interactive session so we are ready to start at the agreed time.	Prepare for the lesson by having the correct resources, if any, to hand.
Set up our device in a safe neutral space in school.	Set up your device e.g. computer, tablet or mobile phone on a table where your child will have access to a pencil and paper. Set up 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.
Send you an ' invite ' by email from our school email address: e.g. head@shankhill.cumbria.sch.uk The email subject will relate to the nature of the meeting e.g. ' Shankhill Zoom Learning ' and will contain a: 1) web address so you can access Zoom 2) unique Meeting ID number 3) Password	NOT share the meeting ID or password with anyone else. These two authentication factors ensure that only the Shankhill member of staff and you can access the 'meeting'. This is important to keep us all SAFE online .
<p>To join the meeting click the link within the email OR '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.</p> <p>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).</p> <p>Type in the Meeting ID number and then a Display name (this is the name that comes up on the screen during the meeting).</p> <p>Then type in the Password to join the meeting.</p>	
Deliver an engaging interactive learning input to your child. Maintain a focused approach.	Stay in the room/close vicinity with your child at all times during the 'meeting'. Help them if they need it e.g. to hold up their work so it can be seen on screen.
NOT VIDEO or take any screen shots of the session, unless permission is sought beforehand and agreed by everyone.	NOT VIDEO or take any screen shots of the session.
Keep to the agreed session length . Use the session for the agreed purpose . We will make a brief note of the 'meeting' start and finish times, name of child and parent present, reason for 'meeting' e.g. social, Maths support ... along with what worked well, or what needs to be different, to inform our planning.	Join in with the sessions, interacting appropriately. Keep discussion focused on what is happening in the session . Use usual communication channels of school phone, email or eSchool's messages/discussion boards for other discussions. NOT use CHAT, EMOJIS or mark-make on the screen unless asked to by the leader of the 'meeting'.
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 '.

Reviewed by Mrs Batey 02.02.2021

"This school continues to be good... maintains good quality education... pupils gain a sense of achievement from their lessons... they display excellent attitudes towards their learning... behaviour in lessons and around school is impeccable... Staff are welcoming and inclusive... strong Christian values are promoted well... (results) well above that of other schools nationally" Ofsted 2019
Staff "strive to ensure that pupils are happy, while making education fun and enjoyable." Parent View 2018

