

"We are God's family; the Light of the World. We work, We play, We pray together."

St. Patrick's Catholic Primary School

A National Support School

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Head Teacher: Gayle Wilkinson

ZOOM MEETINGS Protocol

Your child's teacher will be hosting a check-in zoom meeting once a week for your child. Details of individual zoom meetings will be included in the information given out on the home learning pages. Please note that this will change weekly due to on-site teaching commitments.

In order to safeguard the children, we have included the following protocols for parents and children to follow:

Key information for parents

- The Zoom meeting will be sent to your child's e-mail. This cannot be posted publicly on the school website.
- An adult should be present/in earshot of the child during the zoom meeting.
- Your child's name has to be posted when joining the zoom – no nicknames etc. This way, we know who we are admitting into the meeting.
- There will be two members of staff in the zoom meeting for safeguarding purposes.
- Please do not take photographs or videos of the zoom call to comply with GDPR.
- Microphones will be muted by the teacher at the start of the call and will unmute when it individuals turn to speak, or they may ask individual children to unmute themselves.
- In-chat messaging will be disabled.
- Children acting inappropriately will be warned and/or removed (we're sure this won't happen, but if it did there would be a follow up phone call).
- Please contact the school if you are concerned about anything arising from the meeting.
- If you do not consent to your child attending the zoom meeting then you do not have to join but please do inform us so that we can check in with your child via other means.

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Please share the following information with your child prior to their meeting:

Key information for children

ST. PATRICK'S CATHOLIC PRIMARY SCHOOL

zoom RULES



BEFORE THE ZOOM MEETING



YOUR TEACHER WILL SEND YOU A MEETING INVITE TO YOUR PUPIL E-MAIL .



FIND A QUIET PLACE IN YOUR HOUSE. THIS COULD BE YOUR LIVING ROOM, KITCHEN OR DINING ROOM (NOT YOUR BEDROOM).



LET A MEMBER OF YOUR FAMILY KNOW YOU ARE ON ZOOM.



MAKE SURE YOU ARE PRESENTABLE AND THAT PEOPLE WHO MAY BE SEEN IN THE BACKGROUND ARE PRESENTABLE.



BE ON TIME. YOUR TEACHER WILL LET YOU IN FROM THE ZOOM WAITING ROOM.

DURING THE ZOOM MEETING



STAY IN ONE SPOT DURING THE MEETING. TRY NOT TO LET THE CAMERA WOBBLE ABOUT.



YOUR TEACHER WILL MUTE YOU ALL TO STOP BACKGROUND NOISE.
YOUR TEACHER WILL UNMUTE YOU INDIVIDUALLY FOR YOU TO SPEAK OR INVITE YOU TO UNMUTE YOURSELF.



IF YOU WANT TO CONTRIBUTE TO THE MEETING, RAISE YOUR HAND SO YOUR TEACHER CAN SEE. YOU MIGHT NEED TO WAIT YOUR TURN.



BE RESPECTFUL AT ALL TIMES AND BE KIND TO OTHERS. THINK CAREFULLY BEFORE YOU SPEAK. SMILE AND ENJOY :)
REMEMBER TO WAVE GOODBYE AT THE END.

Thank you for your cooperation,

Gayle Wilkinson

Headteacher