

Home-School Agreement for Zoom Meetings with Classes at Hardwick Primary School

During the current school closure, we know that children and teachers are missing out on their normal day-to-day interaction. In an attempt to help this, teachers will be hosting a 'class assembly' once a week (for between approximately 10-15 minutes), which will include pupils both working in school and at home. To do this we will be using Zoom, like we did in the last school closure in spring/summer 2020.

(NB: Class assemblies may move to Microsoft Teams and we will let you know if and when that happens.)



Zoom App

The Zoom App, or website (<https://zoom.us/>), can be accessed using a laptop, tablet or smartphone. Pupils do **not** need to create an account for Zoom.

When accessing the App click 'Join' or if using the website click, 'Join a meeting'. Then type in the provided Meeting ID and Password, which will have been sent to the parent/carers via ClassDojo.

Zoom Class Assemblies rules (for pupils joining in at home)

To ensure that the assemblies run smoothly and are a safe and secure experience for everyone, it is necessary for parents/carers and children to follow these rules:

- **Pupils** must attend the assembly at the time stated. If they are early, they must wait in the Zoom 'waiting room' and wait to be let in by the teacher. If they are late, the teacher reserves the right not to admit them.
- Parents must supervise their child's meeting but not appear on screen.
- All pupils need to have their device camera on and display their first names only.
- Pupil's microphones will be muted, until asked to unmute by the teacher.
- Do **not** use the 'Chat' facility (which is a text messaging tool)
- Please dress and talk appropriately.
- Please check the background to ensure it is appropriate and the camera can't see anything you do not want others to see. No inappropriate or unlicensed background noises, visuals or moving images will be allowed.
- Pupils may be asked to participate, by sharing a piece of work they have done that week and they would be expected to talk for no longer than one minute. Pupils will be given prior notice if they are required to speak and share. Parents of the selected children will receive notification in advance from the class teacher via the ClassDojo messaging system.
- Teachers will approach the Zoom Assemblies as an extension of the classroom environment. As such, classroom and school expectations, procedures and rules will be followed as normal – by teachers and children alike.
- The class teacher will end the meeting at the allotted time or at the teacher's discretion.
- Pupils in school, who are attending the class Zoom meeting, will be under the supervision of school staff.

Recording Assemblies

As the host of the class assembly, the class teacher may record the meeting for Safeguarding reasons. Pupils must **not** record the meeting or take photos of it, including screenshots.

Zoom Assembly timings

Your child's teachers will choose the day and time for the meeting, but this will always be between 9am and 3.15pm.

Teachers should not be invited to meet on Zoom by parents or by children.

By agreeing and following these simple rules and procedures, we hope this will be an enjoyable and worthwhile experience for your child during this difficult time.

Thank you for your cooperation and support.

Kind regards,

Hardwick Primary School teaching staff.