****Remote Learning Policy Autumn 2020

 **Zoom Protocol for Parents and children**

**“Growing together at the heart of God’s community” **

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**Glazebury C of E Primary School - Zoom Protocol**

**All pupils who are attending a Zoom meeting with staff should read, understand and follow these points ( child friendly version below):**

* Ensure you are in a suitable environment – dining room, desk, office space. Zoom meetings from home should not take place outside or in a bathroom or bedroom.
* A parent or carer must be present throughout the whole call, no other family members should be present.
* Make sure you have a plain background behind you to stop distractions – remove any personal pictures that might be in the camera view.
* Before the meeting, make sure you have good internet connection and your camera and microphone work on the device you are using.
* Dress appropriately for the call- no pyjamas.
* Make sure your camera is at a good face level, not too high or too low.
* Use your first initial and surname as your attendee name.
* Always follow the school rules and values throughout the call.
* If your behaviour is not as we would expect then you will be placed into the ‘waiting room’ for 5 minutes before you can re-enter the call. School will dojo parents.
* When the host (teacher) is speaking then we ask you to mute yourself and then only unmute your microphone when asked to do so.
* If for any reason the host teacher disconnects from the zoom call, leave the zoom call if the teacher has been unable to re-establish the connection.

**If you see anything during a meeting or on the internet , always report it to a teacher, school or if you see the “CEOPs” sign click and report.**

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**Glazebury C of E Primary School -Child friendly Zoom Protocol**

* **Have an adult in the room with you – but we don’t need to see them. **
* **Make sure you are sat somewhere quiet** –e.g. dining room, livingroom, office space. **Not in a bathroom or bedroom.**
* **You are inviting us into your home – make sure there are no pictures of family in view.**
* **Set up before the meeting to make sure you can get on to the internet. **
* **No pyjamas – just own clothes like on an own clothes day. **



• **Make sure your camera can show your face – not too high or low**

* **Use your initial and surname as your attendee name e.g. P. Smith ( get parents to help)**



• **Always follow the school rules – we can see you on the screen!**

* **If anyone is not being their best we will place you in the waiting room and speak with parents**
* **Always start on mute,**
* **If your teacher “drops out” of the zoom meeting YOU MUST leave the meeting until contacted to start again.**
* **If you see anything online either during a meeting or on the internet that makes you feel worried or uncomfortable – Always tell an adult or the teacher use the class dojo**





**or look for this image and click**  **If you think it REPORT IT!**