

Pupil virtual meetings document - Mary Tavy and Brentor Community Primary School.



Updated 19/01/21

To enable the pupils to meet and see each other, we propose to set up a virtual meet using Zoom. In these unusual times, this will allow the children to interact with each other and class teachers using a virtual platform.

The safety of our pupils remains paramount and we take online safety very seriously. The purpose of this document is to give both guidance and clarity on how we propose to do this.

We will be using an online app called 'ZOOM'. This is completely free of charge for you to download onto your laptops, tablets and phones. A laptop or ipad will enable children to view more of their classmates at once on the screen. Here is the link to sign up: <https://zoom.us/signup>

There is a web version, but it works much better if you download the app.

When downloading the app and signing up, please use either your **child's first name**, or your **own first name**. This way, when your child has signed into the meeting, full names are not shown on screen.

The link to the meeting will be added on to the home learning weekly timetable.

Please do not share this information with anyone outside of the class or on social media.

When clicking on the link, Zoom will take you to the app and to a virtual waiting room. Once the teacher sees your child join the waiting room, they will allow them into the class. If you are using a parent name or nickname, please message the teacher on Purple Mash with this information so they can recognise them and allow them to join the class.

The reason for these strict rules is to protect your children from any rogue participants joining. This is also why we must NOT share the links on any social media platforms.

Once your child is online in the class meeting, they will notice that their video will be on, but their microphone will be muted. The teachers will unmute the microphones when everyone is ready to chat and to enable the class to take turns to talk. Other points to note: *They can type in the 'chat' section. They can click on the 'raise a hand' icon.*

RULES FOR A CLASS MEET:

During any online class and or video call it is especially important to follow these rules to keep yourself safe, your child safe and the teacher safe.

1. When signing into the class meet a parent/guardian **MUST** be present. Once set up and signed in the parent can leave the room if they wish, but they must be in the house. If this is a 1:1 meeting a parent **must** be in the room and be able to hear the conversation – NB: Teachers will always be in an area where the conversations can be overheard. Headsets must not be used for these meetings.
2. Parents/guardians **MUST** be present and need to ensure their child is signed out properly at the end of the meet.
3. All students, parents and anyone in the household that may be in the room **MUST** be appropriately dressed.
4. Parents should think carefully about the room their child is in for the class meet. To keep everyone safe, there should be limited personal items (such as photographs) on display in the background.
5. No-one should record, screen shot or share any part of the meeting.
6. Students need to act as if they were in school. Normal expectations of behaviour apply.
7. If any rules are broken, the teacher reserves the right to decline entry to the online class and will remove any student from the class immediately.

Parents must confirm via reply to parent mail form they have read and agree to rules before their child can take part in the class meeting.