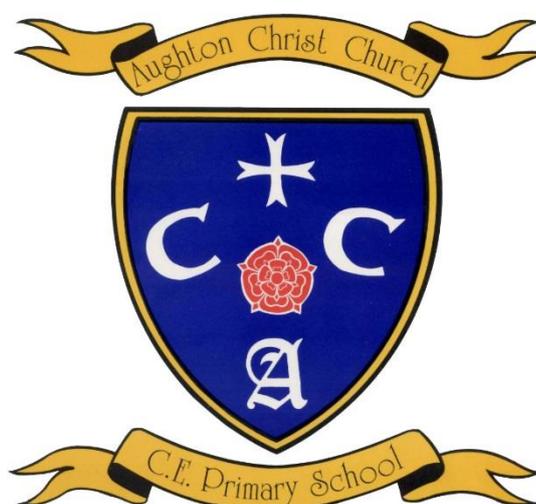


Policy Document

Aughton Christ Church C of E Primary School

Zoom Policy



Reviewed September 2020
Next Review January 2021

Aughton Christ Church C E Primary School



Zoom Policy

Introduction

Aughton Christ Church C of E Primary School will be using Zoom to support learning and communication with parents. This form of communication may be used to:

1. Hold a **parent/carer meeting** regarding any issues and to give updates on their child's progress.
2. Offer online **virtual learning sessions** to children in the event of school closure.

We believe that it is in the best interests of our children that we continue to provide structured support and parents meetings to the best of our ability irrespective of school closure or partial closure and when risk assessment limit physical meetings.

We also understand the need for flexibility and understanding with arrangements for zoom meetings. Cancellation of planned zoom sessions may happen due to technical issues or staff availability.

When using zoom for **parents meeting** or **learning sessions with the children** this policy sets out key guidance and expectations for staff, parents and children. In order to use this facility in school parents should discuss the agreement (Appendix 1) with their child and return the agreement to school signed. Parents should also be aware of our **online policy** and **agreements** to which they have signed up to as these further support this aspect of school.

Guidance and Procedures

1. Parent/carer meeting

Parent/carers agree to:

- Ensure they are ready to join 5 minutes early so the class teacher can admit people from the waiting room on time. If parents are late for their appointment time the meeting may have to be rearranged.
- Ensure they join the meeting with their child's name and their relationship to them. **ie Tom Smith's Mum**
- **Not record or copy** any content or part of the zoom session to share on social media or in any other way.
- Understand that meeting may have a time restriction and it may be necessary to reorganise a further meeting should issues not be discussed or resolved.
- Ensure children are not on the zoom call which is a meeting between parents and teacher.
- Show understanding in the event of cancellations of zoom meetings.

Teachers will:

- Ensure parents have meeting details prior to the zoom session.
- Adhere to all Zoom policy and agreements.
- Consider the environment. Teachers show understanding that the circumstances will affect families in a number of ways and zoom session can be challenging for some families. In this instance a phone consultation may be appropriate.

2. Joining and participate in a zoom virtual learning session

Children agree to:

- Be ready for the any session **5 minutes early** so teachers can check the waiting room and grant access to the session on time. (*Children joining late may not be able to enter the session.*)
- Ensure that they are quiet or have muted their sound unless the class teacher instructs otherwise so the class teacher can deliver instructions.
- Ensure appropriate behaviour **in line with school behaviour policies**. **Children who break behaviour policies or our zoom agreement** may be asked to leave the session and not admitted.
- **Not record or copy** any content or part of the zoom session to share on social media or in any other way.

Parent/carers agree to:

- Ensure their child is aware of expectations on zoom session.
- Ensure their child is ready to join 5 minutes early so the class teacher can admit people from the waiting room on time
- Ensure their child joins with their correct name
- Be present in the room to support children if necessary.
- **Not record or copy** any content or part of the zoom session to share on social media or in any other way.
- Show understanding in the event of cancellations of zoom meetings.

Teachers will:

- Ensure parents have meeting details prior to the zoom session.
- Adhere to the Zoom policy and agreements.
- Only share appropriate teaching and activities with their class through sessions.
- Continue teaching key concepts via **Zoom** in line with current planning that is already in place throughout the school.
- Accept the fact that learning remotely will be more difficult, so tasks and teaching input will be set in smaller steps to allow for this.
- Consider the remote learning environment. In sessions, teachers will allow flexibility in the completion of activities and show understanding that the circumstances leading to a class or school closure will affect families in a number of ways.
- Show understanding in the event of cancellations of zoom meetings.

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Reviewed by	D Kennedy F Chapple C Geeson
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