

27.1.21

Dear Parents and Carers

**Message from Mrs Rawlins – class Zoom meetings**

Thank you for letting us know how much the children enjoyed their class meetings last Friday. Teachers also have very much enjoyed catching up with their classes. A weekly meeting will now be scheduled for each class, either on a Thursday or a Friday, at the same day and time each week. We hope this will help a little where there are 2 or more children in the family, all wanting to see their classmates!

**Zoom link for the meeting:**

The link for each class meeting will be posted on the **class eSchools page** (not the year group page where the daily learning is uploaded) – this is the page which comes up when your child logs into their eSchools account. We will also post the meeting ID and the passcode (this will help you rename to show your child's name and initial – eg Diane R – so that we recognise who is in the waiting room and can admit them to the meeting). Video needs to be on for the same reason that we need to know who is in the meeting.

**Timings:**

Start times for the meetings going forward from this week are:

**Thursday:**

- 9.15am – Classes 7 and 8 (Year 3)
- 11.00am – Classes 3 and 4 (Year 1)
- 2.00pm – Classes 9 and 10 (Year 4)

**Friday:**

- 9.30am - Classes 11 and 12 (Year 5)
- 10.30am – Classes 1 and 2 (EYFS)
- 11.15am - Classes 5 and 6 (Year 2)
- 2.00pm – Classes 13 and 14 (Year 6)

**Running Zoom meetings safely:**

Participants will be muted when they join the meeting, and will need to unmute when they are speaking. Home adults should not be visible on the screen for safeguarding reasons, apart from when they are helping children to unmute themselves to speak, when this is needed. It is important that adults at home are aware of expectations which will help the meetings run safely for all children. Please read our Code of Conduct, following Cambridgeshire Local Authority guidance:

By allowing a child to join a school Zoom meeting, parents/carers are agreeing to follow the rules below:

- Children should have permission from their grown up at home before they join each meeting
- Parents/carers remain responsible for the supervision of their child(ren) during a Zoom meeting,
- Conduct and language should be as expected in class or in a school meeting
- All participants must wear suitable clothing, as should anyone else in the household
- Zoom meetings must take place in an appropriate area, such as a communal space, not a bedroom, and where possible be against a neutral background.
- Language must be professional and appropriate, including any family members in the background.
- The participation of an individual can be ended by the host if a participant or other(s) in the household become unsettled or cause a disruption.
- Zoom meetings will not be recorded.
- No screenshots should be taken.

Thank you.

Kind regards

Diane Rawlins

Deputy Headteacher