

January 2021

Dear Parents,

Support learning from home - Zoom Home/School Agreement

As the Covid-19 situation continues we are taking steps to prepare additional home learning measures in the event that school closures continue or lengthen at any point and clarify our current home learning offer.

In the event of a child having to self-isolate, teachers will provide a 10 day package of work which will be emailed to the parent email address we hold on our system. If you are unable to receive emails or your email address has changed recently, please contact the school office so that we will be prepared to help your child.

In the event of a Bubble having to work from home, the teachers will carry out Zoom meetings as well as providing work via J2E, as part of our educational provision. The meetings may be used to speak to children/families 1:1 or in groups to explain learning to pupils, address any misconceptions from the day's activities or allow teachers to provide feedback. If group meetings take place, they will also give the children the opportunity to see some of their classmates and share some of their work and experiences. When an invite is sent you to, it will explain if it is a 1:1 Zoom where you wait your turn in the waiting room or if it a group call.

When we provide Zoom meetings, it is important that we make these meetings as safe as possible. We will therefore be using the following protocols and guidelines, which we would like you and your child to become familiar with:

- Meeting schedules, ID's and passwords will be sent out to your verified email - each meeting will have its own individual ID and password - Zoom does not require any sign up or information sharing
- The children must undertake the meetings in a non-private location (no bedrooms) where other adults are around or within earshot - no headphones are to be used
- Children, any anyone in the area, must wear suitable daytime dress only

Trinity Road, Chelmsford, Essex CM2 6HS
Tel: 01245 354 517

Email: admin@trinityroad.essex.sch.uk
www.trinityroad.essex.sch.uk

Head Teacher: Mrs Nicola Morgan-Soane



- Meetings will start promptly. It is now compulsory on Zoom to have a 'waiting room' and children will only be allowed to enter when given access by their class teacher
- Every child must enter the meeting using their own name
- For group calls, the meeting will be locked after 10 minutes, and after this time, no child can join it
- Children will be muted on arrival - the teacher will be in complete control of who can speak and when
- Children can make use of the 'hands/ thumbs up' feature if they wish to speak or ask a question
- The online chat feature will be disabled
- The screen sharing function will be disabled
- We expect children to be respectful at all times and behave as they would in school. The teacher will remove a child from the meeting if their behaviour is unacceptable
- Meetings will have 2 school adults present and group calls will only begin once there are 3 or more children in the waiting room for safeguarding reasons
- All meetings will be recorded for the security of both staff and children - these will be deleted in accordance with GDPR
- Any inappropriate behaviour will be dealt with in accordance with the school's Behaviour Policy

Any additional Privacy and Security information can be found at the following website:

<https://zoom.us/docs/en-us/privacy-and-security.html>

Please could I ask that you now complete and return the attached Zoom Home / School Agreement to absence1@trinityroad.essex.sch.uk by 4th January 2021.

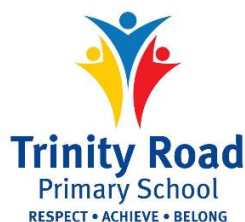
Thank you in advance for your cooperation.

Yours faithfully,



Gill Marrion
Headteacher

Trinity Road Zoom Home/School Agreement



Zoom Home/School Agreement

For children to be able to take part in any possible future Zoom meetings we require formal agreement from you.

Please complete the following agreement and forward/ copy and paste to:

absence1@trinityroad.essex.sch.uk

If you do not return this information to us, you will not receive any of the scheduling information, meeting ID's or passwords.

1. I **give permission** for my child:_____ Class:_____ to join Zoom meetings with their class **

My email address for this is:

OR

2. I **do not give permission** for my child:_____ Class:_____ to join Zoom meetings with their class.

OR

3. My child: _____ Class: _____ will not be able to join a Zoom meeting due to lack of IT equipment. (Alternate provision will be established for individual cases and the school will keep in touch by phone)

**I confirm that a Parent/Carer will be present throughout the Zoom meetings and will ensure that my child does not record the meeting or act inappropriately.

**I understand that if my child does not follow Zoom protocol, he/she will be excluded from future Zoom meetings. Where the school believes there has been a major breach, Zoom meetings for the whole class may be terminated by the school.

Parent/Carer name /signature

Child name / signature

Date: JAN 2021