

## **Weekly Live Sessions with your child's class teacher and Mrs Norden's live assemblies**

Due to a variety of technical issues and concerns relating to using Microsoft Teams for our weekly live sessions with your child's class teacher we are going to move to using zoom which has increased its safety systems to meet criteria for this.

**Please find below additional code of conduct and technical information for the use of zoom.**

### **Zoom code of conduct – to be used in conjunction with the Code of Conduct for Remote Learning**

1. We encourage you to allow your child to use the video function for the children in their class to be able to see their peers (if your device allows).
2. Please use the ellipsis (three dots) to 'rename' your profile, once on the call, so that the name reflects the child attending the live session (First name plus Surname initial only). Teachers will use their 'teacher name.' This will need to be done for every session as it will default back to the name in the profile set up.
3. The chat function should only be used for communicating issues regarding connecting to the session.
4. By entering the live session you accept that faces will be seen and names will be used all of which will be recorded and sent to the class afterwards. As the session will be live we cannot caveat for feedback from children within the sessions e.g. a child may tell the group the name of a family member as they might in a classroom. Should you have concerns about this then we recommend your child does not join the live session but enjoys/uses the pre-recorded video teaching sessions.

### **How the remote learners will join the meeting**

Before the session begins, you will need to sign up to a free Zoom account. The session may be able to be accessed via various platforms however the following instructions detail how to access the session specifically via the app. The app is free and so if you can download it we recommend that you do so. The instructions are likely to be similar on most devices but may differ a little.

1. Launch zoom on your device or enter the following into internet explorer or google chrome <https://zoom.us/>
2. Log in or download the app
3. Click 'Home' (or skip this step if your device does not bring it up)
4. Click 'Join'
5. Prior to the session you will receive a meeting ID and passcode. Please enter the meeting ID. Please use this opportunity to ensure the name is of the child attending the session and turn off the video should you wish. Please do not choose not to connect to audio as this will limit engagement opportunities during the session. We encourage you to allow your child to use the video function for the children in their class to be able to see their peers.
6. Please enter the meeting passcode you have been sent.
7. Click continue
8. The host (class teacher) will admit you to the session.