



Thomas Bullock Church of England Primary Academy

Engage, Embrace, Care, Achieve

Headteacher: Mrs Shannon O'Sullivan



Pound Green Lane, Shipdham, Norfolk, IP25 7LF ♦ T: 01362 820300 ♦ E: office@thomasbullock.dneat.org ♦ W: www.thomasbullock.dneat.org

Thomas Bullock Zoom Guide January 2021

Protocol for Using Zoom

Zoom is an online tool or application that allows video and audio communication to groups. The purpose of using Zoom with the children in our classes is to enable face to face interaction during the lockdown period. This letter is designed to help Zoom meetings go smoothly for all and help everyone stay safe.

Parent guide and protocol for using Zoom

Expectations for Parents

1. Once your child is set up for their Zoom meeting please allow them to attend the session by themselves, as would happen with a classroom session. It can be helpful to be close by in case they run into any technical difficulties.
2. Please try to have your child set up for the meeting in a space where there will be minimum disruptions
3. Please do not use photography or any recording equipment (including Zoom recording) during the Zoom session.

Expectations for Students

Parents, please go through these points with students prior to the first Zoom meeting.

1. You need to ensure your device is fully charged or plugged in before entering a Zoom session.
2. Once you have clicked on the invitation link, you will go into a 'waiting room'. Your teacher will allow access to the session. You will know when this has happened because you will be able to see others on your screen.
3. Teachers will start admitting students to the meeting at the scheduled start time. Once you are admitted you will be waiting for others to join.
4. The volume will need to be up on the device you are using and the video activated.
5. Your teacher will lead the session and will be looking forward to having you participate. Zoom allows you to see and hear one another, almost as if you are in the classroom together, so you will need to take turns and spend time listening to others or to instructions. Please respect the ideas and opinions of others, just like you do at school.
6. If you need to leave the meeting for some reason, please let your teacher know.

Safeguarding

1. Online safety protocol must be always followed.
2. During the online lesson children should be supervised, by a parent/carer
3. If you witness or hear anything that is of concern, please end the meeting immediately and report your concerns to the school or to the appropriate local authority agency.



4. Please stop other household members from being in the background of the meeting or being close enough for users to hear their voices.
5. Please ensure the language of children and adults is always appropriate.
6. Parents will use a recognisable username (name of pupil) on Zoom so the teacher can admit them into the meeting.
7. Parents are expected to always follow the Parent Code of Conduct including the use of social media and our virtual platform.
8. Pupils cameras should be on.
9. Parents must not record live lessons or share outside of the family household.

Organisation

1. Please ensure that your child is in a suitable, quiet room to limit noise, which will enable all users to hear each other.
2. Your child should 'mute' their voice when not participating in the lesson.
3. The focus of the lesson will be directed by the teacher; it is not an opportunity for adults to ask their own questions, please contact the teacher or school via the usual channels.