



## Important Zoom Information for Parents

Dear Parents,

We hope you are keeping safe and well. Thank you for all of your support with helping your child/ children engage with their remote learning. Staff have been delighted by the work received from pupils, messages, photographs and letters.

Following the previous letter from Mrs Ormes, explaining the extended re-opening of our school, we explained that we recognise that this is a long time for the children to be away from their friends and teachers and we are sure that they are missing social interaction. With this in mind, the teachers would like to organise sessions for the children to meet virtually via Zoom and see each other and 'catch up'. We feel that this will benefit the children (and the staff) greatly. We encourage all children to take part for their mental health and well-being. Obviously, there will be no pressure for the children to attend these sessions if you do not wish them to or they do not want to take part.

In order for these meetings to be a success, we have attached a Protocol for Zoom below and along with this letter we have included a 'Zoom' information sheet which includes safety tips and advice for parents. We ask all parents to read this information and talk with your child/ children about Zoom before attending a Zoom session.

St Winefride's Zoom Protocol for parents and children:

1. Your child's class teacher will send you an invitation to their Zoom session by adding it to their class story on Class Dojo.
2. To access the meeting, click on the link (you will need to download 'Zoom' prior to this so that it will run on the device you are using). Please note that Zoom can be accessed using a laptop, a tablet or a phone.
3. We ask that the children arrive 5 minutes early for their meeting and they will be placed in a waiting room. Your child's class teacher will admit all children to the session.
4. The session will start promptly. If you child is late, their teacher will admit them to the session when they can.



5. Most importantly, there must be one parent present in the room whilst your child is participating in the Zoom session.
6. Children must be visible – they need to have their video on during the Zoom session.
7. Once your child has been greeted by the class teacher and everyone has said hello to see each other, we ask that your child 'mutes' their device. The staff member may do this also. Zoom is very sensitive and picks up on the slightest sound or movement which may detract from the teacher talking.
8. If your child would like to say something, we ask them to raise their hand rather than 'shouting out.'
9. We ask that the children follow the lead of their teacher, so they may be asked a direct question (the child can unmute their device and speak) or a question may be directed to all of the group (children need put up their hand and the teacher will invite them to speak). Zoom does not work when all participants are talking at once.
10. All Zoom sessions will be recorded by school. This will not be shared with anyone.
11. The Zoom session will differ from year group to year group and is age dependent. Please be led by your child's teacher and follow any instructions that they may give.

We ask that all children bring a smile to the meeting. We recognise that this is a 'different' way of seeing each other and catching up with one another, but we hope that this will be a positive experience for all involved.

If you do not have a device enabling you to access the Zoom sessions, please contact school via email – [admin@stwinefrides.cheshire.sch.uk](mailto:admin@stwinefrides.cheshire.sch.uk).

Thank you for your continued support,

*J. Davies*

Deputy Head Teacher