



Senacre Wood Primary School

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19th January 2021

Dear Parents and Carers,

Firstly, thank you so much for your continued support with online learning. We fully appreciate that many of you are fitting this in alongside your own work or are having to teach in circumstances that are not ideal. This week, we will be introducing two new digital aspects to our online provision, via Zoom. You do not need a Zoom account to take part, but having the Zoom app may help. The link can be accessed on any device.

Each Friday, starting on the 22nd January, we will be holding whole class live Zoom meetings as virtual 'break times'. This is a chance to reflect on the week, see classmates and the year group team, as well as listen to stories, play games and catch up. This meeting will be held at the same time every Friday, with a link sent out via text, which, when pressed will require you to enter a pass code, then will connect you to the video call. We are hoping that this is an opportunity to provide a little bit of a social aspect to our virtual school week, alongside the class blog on Seesaw. Times for each class are below.

EYFS	9.30
Year 1	10.00
Year 2	10.45
Year 3	11.15
Year 4	11:45
Year 5	1.15
Year 6	1.45

This will not be a time to raise issues with staff- please continue to pass on any feedback via the school office email and telephone number.

Following this, each Monday, starting on the 25th January, there will be a weekly recorded assembly around a theme or school value with a member of SLT, as we would normally have when we have the whole school in. This will include a story, questions to discuss at home etc. The Zoom assembly will also be password protected and the link will expire after 12 hours after this time, the assembly will not be available again. A new link will then come out the following week. You do not have to view it if you do not want to, it is simply another aspect of 'normal' school life for you to take part in, if you wish!

Please find attached a list of protocols for Zoom meet ups. We ask that you read these carefully before joining the meetings. All the staff are looking forward to making contact with their class- if you do require any support, please let us know.

Kind regards,

Miss Comerford

Deputy Headteacher

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Zoom Meet Up Protocols:

During any form of live online meeting, maintaining the safety and privacy of all users is paramount. Therefore, a strict set of protocols must be followed by all involved. Failure to adhere to these protocols may result in the individual being removed from the chat or the chat being terminated for all parties.

Rules for engaging with a live video call from home:

1. Video meetings should take place in a family room in the house, such as a living room or kitchen. Children may not join a video call from their bedroom.
2. Check to make sure that nothing private is visible behind you.
3. Only the child invited to the chat should be seen and heard during the call. Anyone else in the room should be out of view.
4. A supervising adult should remain in the room for the duration of the video call.
5. Children should be dressed appropriately (not in pyjamas, without a top on etc.), although school uniform is not required.
6. The video call may not be recorded by anyone either via Zoom or via smartphone.
7. Cameras should remain on for the duration of the call.
8. Microphones should be muted when not required – all children should be familiar with how to mute and unmute themselves.
9. The messaging facility should not be used unless directed to do so by the teacher.
10. Every live Zoom call will be supervised by a member of SLT or by a Designated Safeguarding Lead.

If, during the call, a child decides to talk about something of a sensitive nature, the teacher will divert the conversation onto a new topic. If required, a follow-up phone call will then be made home by either the teacher or a Designated Safeguarding Lead.