

Head Teacher: Mrs D Reynolds - BSc Hons QTS NPQH

*Aim High*

*Never Give Up*

*Follow Your Dream*

*Lead By Example*

16/06/2020

Dear Parent/Carer,

Due to current Government guidance and the capacity of our school, we have decided to try Zoom meetings with the children who are at home.

We are aware that some children will be missing school and seeing a few familiar faces may brighten their day. All of the staff at Norwood are missing the children desperately and we wish we could open school up to everyone and go back to normal. However, as we cannot, we have found an alternative way for us to connect virtually and would love as many children to join us as possible.

Zoom is a tool that is used for up to 100 people to connect online at any one time. There are some good safety features that the teacher can access and alongside some simple safety rules, we believe that this is a great way for us to come together as a school until which time, we get back to some kind of normality.

Zoom do not allow children to sign up for their own account, but they do allow children to access meetings that have been created by a school adult. The great feature of Zoom is that all you need is the meeting ID and passcode to access the meeting. There is no need for any parent/carer to have a Zoom account.

The intention for these meetings is to support children's well-being and reconnect as a class community. We would like to try a meeting next week. The meeting will be led by the class teacher and teaching assistants may also join where possible. It will last for approximately 20-30 minutes. The meeting will be confined to the current class, and the time and date will be shared in advance of the meeting. The meeting ID and passcode will be shared on the day of the meeting via Groupcall. During the meeting, the plan is that the teacher will lead a game such as bingo or a quiz. The meeting is not compulsory and will be purely for fun.

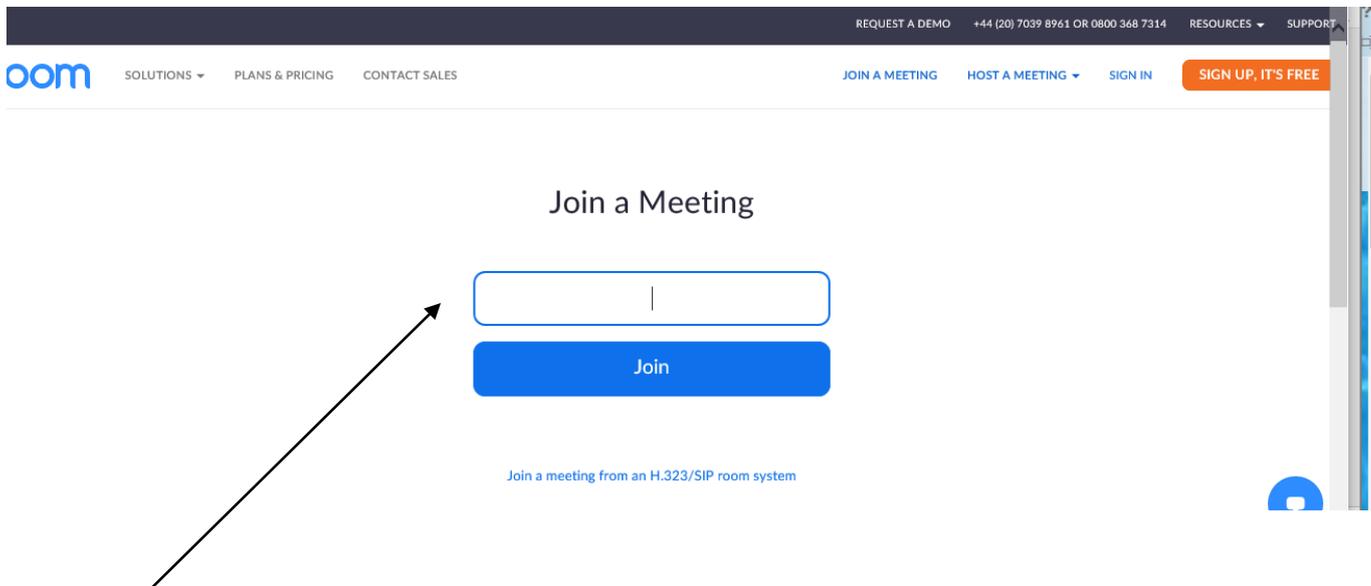
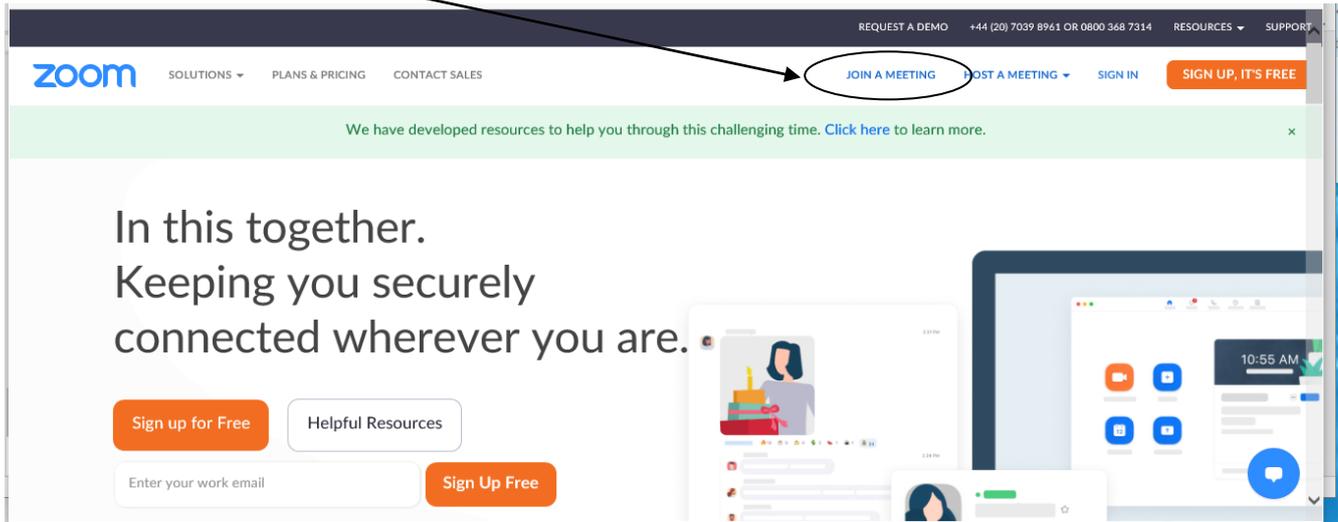
**To access the meeting:**

First you will need to get the meeting ID and password from your Groupcall message. Next, access the web address below:

<https://us04web.zoom.us/>



Next click 'Join a meeting'



**Put the meeting ID in here. When you click 'Join' you will be asked for the password. You may also be prompted to click 'Join with Video' and 'Join with computer audio'.**

In order to make these meetings as safe as possible, we will:

- Use a new ID (meeting code) and passcode for each meeting.
- The ID code and passcode will be shared via Groupcall which is a closed website for our pupils only.
- Mute everyone in the meeting and only unmute when a child uses the 'thumbs up' icon.
- Disable the 'share your screen' option so that no one can share any other websites with the group.
- Use the waiting room feature and only admit children to the meeting that are known to the class teacher and those who have permission from their parent/carer.



- Remove any child who is not behaving/ dressed appropriately or where background images/ noise are inappropriate.
- Lock the meeting 5 minutes after the start time.
- Not record or take photographs of the meeting.

We ask that you as parents/carers:

- Do not share the meeting ID or passcode with anyone other than your child.
- Make sure that your child is appropriately dressed.
- Check that your background image is as blank as possible.
- Supervise your child whilst they are on the Zoom meeting.
- Help your child to type their first name when they first join the meeting so that the teacher knows who is in the waiting room.
- Help your child to click the 'thumbs up' icon when they want to speak. This is within 'Reactions' on the bar at the bottom of your screen.
- Keep the video on so that we can see who is accessing the meeting.
- Do not record or take photographs of the meeting.

Please be understanding that the meetings will occur at times that are suitable to each individual class teacher.

In order for your child to access this provision, we require consent. Your child will not be allowed access to the meeting until this has been received.

We hope that this provision is successful in supporting your child's emotional well-being.

Yours sincerely

Mrs J. Cockerill  
Deputy Headteacher

Mrs D. Reynolds  
Headteacher

---

Class Zoom Meetings

I give consent for my child to access the class Zoom meeting.

I will ensure that I follow the requirements of parents/carers during the Zoom meeting and understand that if the teacher/teaching assistant identifies any inappropriate behaviour, my child will be immediately removed from the meeting.

Signed \_\_\_\_\_ (Parent/Carer) Date: \_\_\_\_\_

