

## **Guidance and protocols for joining live sessions**

At Kingsway, we want to provide opportunities for all of our children to engage in a live social interaction with their class teacher and friends once each week.

Teacher's at Kingsway are working hard to find ways to deliver these. Some sessions may be conducted using Zoom as a platform for children to interact with each other.

Class teachers will be contacting families in due course with information about their event for their class. This may look different across each year group as appropriate for different children's age. Unfortunately, these events may be scheduled on a day or time that your child is unable to attend. It will not be possible to accommodate everyone's schedule so please bear with us. You may be able to join future events instead. This is not mandatory, and you and your children have the right not to attend.

Before your child uses Zoom, please take the time to read our protocols set out below. We want this to be an enjoyable experience for your child and this can only happen with everyone's cooperation.

### **Protocols**

Our expectations are the same as if your child was in school under normal circumstances. We expect that they will be polite, take turns and be kind to all involved, following our schools behaviour policy.

In addition, we expect:

1. Children to be appropriately dressed. (No Pyjamas)
2. These sessions are for the children. Parents should remain out of camera and silent unless instructed.
3. Be mindful of what is going in the background. Think about having a solid wall behind you or use the virtual backgrounds.
4. Parents are not to record or take photographs of these sessions to post on social media. This is a breach of other children's privacy.
5. Do not share the meeting ID with anyone. This is a breach of privacy.
6. Parents do not need to stay for the session. However, younger children may need support to concentrate and remain focussed. Your child's teacher will direct you in more detail for their individual sessions.

7. Children who behave in anyway deemed unkind or not in line with the behaviour we expect to see at school will be warned. They will be removed from the session if behaviour persist.
8. Sessions may be muted on entry. Follow the directions of the teacher during the session.
9. Parents should contact school immediately if they have queries or concerns regarding these sessions. Do not post to social media. Contact the school office directly on 01623 408 259

These protocols aim to ensure that live sessions with pupils at home, are safe, secure and continue to model the high standards set by our school with our pupils.

### **Parental consent**

Please note that it is advised Zoom accounts are only accessed by people over the age of 16. Children **do not** need to register for a zoom account. They can join using the id provided. Please be aware that you are consenting for your child to take part in a call that features video and audio facilities by joining the session.

For safeguarding measures, we will be recording the calls. For more information on Zoom's compliance with EU GDPR see: <https://zoom.us/gdpr> Using Zoom.