



St Catherine's Parent Guidelines for ZOOM

To ensure all children are safe, ready to learn and are able to access the teaching and learning in all Zoom lessons, please would all parents and children follow the instructions below.

The instructions for parents and children are:-

- Be fully dressed and prompt for learning in a room that is not a bedroom.
- Enter the Zoom meeting using the child's full name otherwise your child may be denied access to the meeting
- Ensure your child has not shared the Zoom log in details with anyone else.
- Be patient whilst in the waiting room
- Enter the Zoom meeting on mute with your video on. The Teachers will ensure that the unmute facility is unavailable.
- Have a plain background whilst on screen which is not too distracting for other children
- Try not to have other family members in the background or foreground whilst on zoom (for example babies, toddlers and puppies) – as they distract the children's learning.
- Parents are welcome to join their child on Zoom to support their learning and behaviour. If parents have a question or query at any point in the Zoom please use the class email address. The teachers will follow up later.
- Do not try to use the chat facility at all. The Teachers will disable the chat. However if the chat inadvertently becomes accessible, participants in the Zoom are not permitted to use the chat to message each other or the teacher.
- Teachers will provide an opportunity in the lesson for children to ask questions. When asked to do so please show a hand and the teacher will unmute individuals to ask a question.
- Do not record or take photographs of the Zoom lesson on any device including your iPad or mobile. Participants and family members do not have permission. This is also considered to be a safeguarding risk for the staff and children and will be addressed according to safeguarding procedures.
- For children in the older year groups please have a pen and paper handy to make notes.
- If any child behaves inappropriately for example turns off their video, uses the chat or is heard to be using or communicating inappropriate language they will be removed from the Zoom lesson immediately as their actions are considered a safeguarding risk. This may become a permanent removal.

Thank you in advance for your help and support in keeping our children, staff and parents safe whilst online.