



## **'Zoom' Video Conferencing** **Home/School Agreement**

To support our remote learning, we are intending to use 'Zoom' (a video conferencing platform), and in order for these meetings to be a success, we have created a 'Home/School Agreement' for 'Zoom', in order that we all share and understand the best way to meet up, enjoy and benefit from the video calls.

We would be grateful, therefore, if, once you have read and shared this with your child, you each sign and email a copy to the office, by way of your consent to its use moving forwards. Please email the form to [office@roundhouse.cambs.sch.uk](mailto:office@roundhouse.cambs.sch.uk)

Thank you, in advance, for your support in this.

Mrs Tracy Bryden  
**Executive Headteacher**

### **SAFEGUARDING:**

By way of reassurance, we have taken all reasonable precautions, putting safeguarding procedures in place to ensure our classes remain safe and to guarantee the well-being of both pupils and teachers during all video calls.

Our teachers have been trained in safeguarding procedures and have been issued with a checklist to minimise any risks as much as possible.

These include, but are not limited to:

- Connection links being only sent out to parents who have confirmed their consent.
- Pupils without cameras being asked to identify themselves in a call (if they are not able to, they will be removed from the session).
- Unidentified participants being asked to leave.
- Parents and children are not permitted to film or take photos of the sessions.
- Sessions starting and finishing punctually (pupils will be required to wait in a 'waiting room' until others arrive, before the 'room' is opened – just like in the real world).
- The 'Zoom' room being locked, so that nobody can access it without being let in by the teacher.

If used properly, 'Zoom' offers excellent security settings (it is the preferred provider for private conferencing in many large companies). 'Zoom' also offers an end-to-end encryption, so it is protected from outside interference as any similar conferencing providers, and after extensive research, we believe it is the optimum platform to support our sessions online.

### **When using 'Zoom':**

#### **Parents are expected to:**

- Make sure children attend their session and are on time.
- Be aware of when and where their child is on a Zoom (this does not mean that parents must be sat in the same room).



- Ensure children are 'ready for school', including being dressed appropriately.
- Check that their child is muted during the call, unless asked to unmute in order to contribute.
- When and where possible, aim for all other household members not to be in the background of the meeting, or close enough for users to hear their voices - headphones can be (and are encouraged) to be used (we understand that this may not be possible in all cases at all times).
- Guarantee that the language of all children and adults is appropriate at all times.
- Use a recognisable 'username' on 'Zoom', so that the teacher can easily identify and admit them into the meeting.
- Ensure that the session is not filmed or photographed.

**Children are expected to:**

- Be visible throughout the session, with the camera on all the time (where possible).
- Follow school expectations of behaviour at all times.
- Raise their hand if they wish to speak to the group.
- Follow all instructions.
- Try their best.

We ask that all children bring a smile to the meeting. We recognise that this is a 'different' way of learning, but we hope that this will be a positive experience for all involved.

**Teachers are expected to:**

- Use their school laptop for conference calls.
- Send out the invitations for all class members, where possible, the day before the call.
- Be dressed appropriately and professionally.
- Use professional and appropriate language.
- Monitor the attendance of any sessions held.
- Ensure they are working from a suitable area when accessing virtual calls or meetings.
- Remove any participants who are not following the home/school contract guidelines.

Class Teacher Name & Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Name & Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Pupil Name & Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If you have questions or concerns about your child's use of online tools, please contact their class teacher in the first instance.

We appreciate your support during this challenging time and continue to work hard to keep our pupils engaged and supported. THANK YOU