

Zoom Lesson Trials - Protocols

- Zoom invite emailed to parent
- By signing of the parental consent form, all protocols are agreed – see terms for parents & pupils below
- Zoom lesson to be delivered from school premises only, separate from any other pupils in school
- An invite will be sent for each session from admin email / Schoolcomms, a minimum 5 minutes before lesson starts, with direct link and different meeting ID and password each time
- Register will be taken at the start of the lesson, with welcome and behaviour expectations set
- **The teacher must be able to see each child – or the video for that pupil will be ended**
- The teacher will 'host', with permissions set so that only they are authorised to share screen
- Sessions will last between 20 minutes and 1 hour
- Content of the lessons will be flexible – as relevant to pupils needs.
- Where possible, sessions will be set for the same day[s]/times each week, preferably in a morning to help set a routine for families
- Pupils will be directed to follow up learning activities from the zoom lesson for rest of day/week

Rules for Staff

1. Consent form agreement must be signed by parent for pupils to take part
2. Meeting ID to be sent to parent email only
3. Academy Principal and Assistant Principal to be sent an invite to each session, so that they are aware of all lessons taking place and may 'drop-in'
4. Delta email accounts only to be used to host the meeting
5. A separate meeting ID must be used for each lesson
6. The waiting room function in Zoom should be used to control access to the meeting, with the host to admit each attendee
7. Meeting room to be locked after the lesson has started
8. No videoing or other recording of the lesson
9. Allow only pupils invited to access the lesson – no other pupils or adults

10. Register at the start of the Zoom – welcome and behaviour expectations set – **pupil faces must be visible on screen, if not teacher must end the call for that link**
11. Teacher only as hosts - checks permissions when setting up for every lesson, so only teacher can share screen
12. Any inappropriate behaviour where call is ended, to be recorded on CPOMS behaviour system and DSL notified if appropriate, following academy behaviour and safeguarding policies
13. All personal data to be kept confidential
14. Screenshots of the meeting cannot be taken or shared at any point
15. Care must be taken not to share the meeting ID & password

Rules for parents

- Consent form and agreement to follow rules must be signed by parent and agreed by parents, before pupils can access lessons
- Meeting ID will be emailed to parent email only - not to individual pupils.
- No videoing or any recording of the lesson
- Only pupils invited can access the lesson – no other children or adults
- Provide an area that is as quiet as possible for the zoom lesson to take place

Rules for pupils

- Follow the instructions and rules of the teacher during the zoom lessons. These will include permission to speak to peers and the teachers during the lesson. Your teacher will explain how it will work at the beginning of your lesson, with reminders given throughout
- Pupils who do not follow teacher instructions will leave the zoom lesson and their connection ended by the teacher
- Respectful language and appropriate behaviour is expected at all times, as per the academy behaviour policy