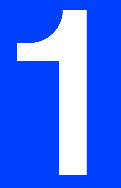


Zoom – Parents/Carers Checklist

Although teachers do their best to keep your children safe during a zoom call, there are also some things that you as parents and carers can also do to help:

Before the meeting starts:

* Send your consent by emailing the class teacher.
* Only use the meeting ID and password as set out by the class teacher.
* Please do not share this meeting ID and password with other families. They will need to email the class teacher to get this information so that their consent can also be recorded by the class teacher.
* Sign up to zoom by using your email address rather than going through Facebook.
* Make sure that you are using the latest version of zoom.
* Set your child up on zoom in a communal family space where it is quiet and they can concentrate.
* Help your child to turn off any unnecessary functions using the settings tool in zoom.
* Make sure your child is dressed in appropriate clothes.



During the meeting:

* Sit nearby your child so that you can help out if they have a problem.
* Remind your child to use nice words and take turns to speak.
* Be careful of the background noises from your house that may be picked up by the camera and/or microphone. Anything inappropriate may cause your child to have to be removed from the live session.
* Remind your child not to share personal data such as their phone number.
* Remind your child that the class teacher has to record the session.
* Remember not to record or screen shot any part of the meeting for your own use.
* Please note that meetings will be locked by the teacher within 10 minutes of the meeting starting. This helps to keep your child safe by minimising the risk of unwanted visitors attempting to enter the meetings.
* Sometimes technical glitches happen such as a microphone not working or a screen freezing. If this happens please help your child to stay calm and relaxed. It may even be better to exit the meeting and try again another time.

At the end of the meeting:

* Help your child to press the ‘end meeting’ button when instructed to.
* Allow your child to talk about the meeting with you if you can.