



# Abbey Meads Community Primary School

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## Zoom Guidelines for Children and Parents

When using Zoom you **must** follow the below rules.

*I am sorry some rules seem to be worded strongly, but when dealing with Safeguarding Children and Child Protection we have to be clear. These rules are put in place to safeguard your child and the staff whilst connecting online using Zoom. By joining your child into a Zoom meeting you are saying that you understand and agree to these rules. Please make sure you share these rules with the children.*

**There should be no filming or photographing sessions to be posted on social media.**

**There are children who must not be seen on the internet.**

**A simple posting of a screenshot online can place a child in danger.**

**If this happens the person responsible will be banned from all future engagement with AMCPS and Zoom.**

- Please name your Zoom name as a family name. *EG I would have Buckley so both my children can use it.*
- Only the relevant child for each meeting needs to be present on the screen.
- Make sure you have a clear background with no personal items such as photographs on display.
- If this is not possible, please use a background. <https://support.zoom.us/hc/en-us/articles/360045819512>
- Any computers used should be in appropriate areas – **Avoid bedrooms please.**
- The Chat Feature is likely to be disabled. Children are only to use the chat feature if directed to by the teacher. If your child is using the chat feature please remind them of the etiquette of how we communicate with one another. If a child uses the chat feature inappropriately they may be sent to the waiting room or ejected.
- Mobile phones should not be present whilst a child is on Zoom.
- Children must wear suitable clothing, as should anyone else in the household. (including in the background!)
- When your child joins the meeting there will be a waiting room and the member of staff running the meeting will let them in.
- All children entering the Zoom meeting will be on mute to begin with so that the teacher can welcome the children.
- When your child is not speaking they must remain on mute. Language must be friendly and appropriate. If any inappropriate language is used or heard in the background the member of the staff will mute that child. Any inappropriate language will result in being sent to the waiting room or being ejected.
- If there is a concern during a Zoom call then the teacher can record the lesson. By your child attending the Zoom gathering with their class you are agreeing to them being in the session and the session being recorded, if there is a need. The recorded lesson will be saved into a school file only.
- Videos will be turned off for both pupils and staff if other children or adults in the household become unsettled or cause a disruption.

Please note, if you are late for the lessons, you can still join.

However, there is likely to be a delay in you being admitted if you are more than 5 minutes late.

The members of staff running the Zoom have the right to stop the meeting at any time.

The members of staff running the meeting have the right to stop any individual who should not be in the meeting or who is not acting appropriately.