

MENGHAM JUNIOR SCHOOL



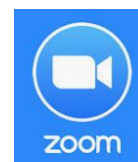
Weekly Zoom Calls

Once you have read all the information provided in this letter, if you would like to take part, please email homeschoolwork@mengham-jun.hants.sch.uk with the full name and class of your child (they will need to log on with this name). By registering your child to take part, you are agreeing to the guidelines outlined on page 2.

We have decided to run weekly class Zoom video calls as we would love for the children to be able to keep in contact with each other. Miss Farrage will be running these sessions to allow the class teachers, TAs and children to use this platform to catch up and play some fun games together.

What you need to know?

- Each call will last around 20 minutes.
- The calls in weeks 1 and 2 will be set up for whole class chats and in week 3 we will set up a year group call (please see the timetables below).
- We will be using the free zoom app (or this will run in your browser) to hold these calls. This can be downloaded onto any computer, laptop, iPad or phone, however please note that computers/ laptops allow you to see most people at the same time.
- Each week, those who have registered will be sent an email with the meeting ID and password. You will need these to enter the call. **DO NOT SHARE THIS LINK WITH ANYONE ELSE.**
- Please ensure your child's first name and surname is used when logging onto the call otherwise they will not be given permission to enter the call.
- When you are in the chat, find the button called 'gallery view' to allow you to see more than one person at a time.



Zoom Class Calls – WB: 1.6.20 & 8.6.20

	Tuesday	Wednesday	Thursday	Friday
4pm – 4.20pm	Birch	Maple	Beech	Chestnut
4.30pm – 4.50pm	Oak	Lime	Alder	Willow
5pm – 5.20pm		Elm		

Zoom Class Calls – WB: 15.6.20

	Tuesday	Wednesday	Thursday	Friday
4pm	Year 3	Year 4	Year 5	Year 6

Important: Safeguarding and security information



SECURITY PERMISSIONS

- Check your broadcast platform is secure and that you have applied all of the safety settings available.
- Do not share the username or password for the meetings with anyone else, including those in your child's class/year group.
- Children cannot enter the room before Miss Farrage grants them permission.
- Once the child has left the meeting, you should close all your browser windows.

BACKGROUND

- Ensure your background is neutral, free from distractions and any inappropriate or identifiable information.

SAFEGUARDING

- Joining instructions will include information for children/young people and you the parent/carer. Only those who have responded to this email, will be allowed to join the call.
- Children are free to leave whenever they wish by clicking 'Leave meeting' at the bottom right hand side of the screen.
- Expectations regarding behaviour will be displayed and discussed with the children at the beginning of every call. Children will remain on mute while this information is shared.
- The chat function will be open to everybody. No private chats will be enabled.
- Parents are responsible for the behaviour of their child/ren at all times during the call.
- Children who are not following the rules set out at the beginning of each call will be given a warning and then removed from the group if behaviour does not improve. Miss Farrage reserves the right to end a child's call if she believes the child's behaviour is causing upset to others. In the event of such action being taken, a headteacher will discuss this with the child and parent at the earliest possible opportunity.
- Parents must conduct themselves appropriately when online. No swearing or abuse towards other children or staff members will be tolerated.
- Children will not be asked, and will be reminded not to share, any personal information including contact details during the session.
- Any safeguarding concerns will be shared with the Designated Safeguarding Lead, Odele Davies, who will refer to and follow the guidance in the school's safeguarding and child protection policies.
- Children/young people, their parents/carers and any other participants, will be reminded how to report any concerns at the end of the broadcast.
- Video calls will be recorded by Miss Farrage and then uploaded onto the school's server at the end of all calls where they will be stored for monitoring purposes and then safely deleted.

Please reply to this email with the full name that your child will be logging in as. By responding to this email you are agreeing to the guidelines above.