



Pondhu Primary School: Safeguarding Guidelines for the use of Zoom during School Closures

The use of Zoom is to enable contact between pupils and their teacher, school staff and for families to join our whole school celebration assembly each week. These guidelines aim to map out how we will do this and how parents can help.

Zoom will be used for the following purposes:

Whole School Celebration Assembly on Friday. This will provide an opportunity to come together and celebrate the learning and successes of the week.

Regular story sessions, these will be read by the teacher or a member of the support staff.

Class sessions led by the class teacher. These will be targeted at specific learning and to overcome challenges or misconceptions identified through messaging or when looking at completed work.

Small phonics groups for children who need some additional support to secure the learning from the online Read Write Inc sessions.

The aim of these sessions is to allow the children to maintain some continuity and a sense of belonging to the school community. It allows them to see their teacher, other school staff and their friends. We do usual 'school things' during these sessions (e.g. reading books, times tables etc) as this gives the children a sense of routine but there is no expectation that teachers should monitor learning or progress in these sessions - this is not their purpose.

If your child is invited to a Zoom session it is important that they attend.

Teachers' will follow these guidelines during/before any Zoom sessions:

A timetable of regular sessions will be shared with parents on the Friday newsletter for the following week. Teachers will notify their class (or specific pupils) the afternoon preceding the one off sessions. These sessions will be targeted at resolving challenges or difficulties and will be run at the teacher's discretion. These sessions will not take place before 11am the following day.

A meeting link, ID and password will be used for every session, this will be shared via e-schools.

The waiting room will be used and staff will only admit children/parents whose names they recognise and people who don't have a recognised name will not be allowed into the meeting.

Everyone in the meeting must have their camera turned on as they enter the meeting. If someone doesn't turn their camera on they will be removed from the meeting.

There will always be a second school adult in every meeting.

Parents should follow these guidelines during/before any Zoom sessions:

You should always be in the room during Zoom sessions and it is important that children are supervised during sessions.

Please make sure the name visible on Zoom is your child's name. Teachers can only let you in from the waiting room if they recognise your name (we can't see you until you're in the meeting).

As a parent, you are responsible for your child's safety and behaviour during these sessions. Please make sure you are aware of what is going on and that there are no problems. If any problems do occur please let the school adults in the session know straight away.