



The Rules of Zoom



Zoom meetings or classes can be used to provide fun and good interactions between teachers and their classes. Our teachers hope to use this facility to allow their classes have time to interact together as a group. However, there are important ground rules that need to be followed to ensure their success.

Zoom gatherings will take place at set times. When we have the timetabling for each week ready we will post it on our website and send a link through Aladdin Connect. Teachers will send the meeting links through the Homework section of Aladdin Connect on the morning of the meeting.

To participate in Zoom Classes, Parental Permission agreeing to these rules must be given. This will be possible through Aladdin Connect.

The following rules will apply –

1. During classes, children should be in a family space only. Please try to find a quiet spot with no one behind the children. It is important that children are appropriately dressed (not school uniform!) and that there is nothing undesirable in the camera's field of vision. This is referred to as 'camera ready'.
2. It is important that a parent is present in the room for a Zoom session but they should not be on camera and are not expected to participate in any way during the class.
3. Teachers will use waiting rooms to allow children enter the meetings. Therefore, please use either a parent's name or the child's name as your Zoom identifier. No fun names or nicknames are allowed. If a teacher does not recognize a name, that person will not be admitted to the class meeting.



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4. Children should have their cameras enabled and be camera ready on entering the class. Only children from a set class should attend that class meeting. If the children need anything for the meeting, pens, pencils, books or paper, they should have this prepared beforehand – meetings will generally be a maximum of 30 minutes.
5. All children will be muted on entering the class. When children wish to speak, they raise their hands and they will be able to speak. The teachers will explain how this works to the children at the first gathering.
6. During the meeting, behaviour is expected to mirror that we expect in school. Listen to all instructions from the teacher. Children should be polite and respectful at all times. Pupils can raise hands and wait until called upon to speak. No speaking over each other. The teacher may also call on children during the meeting, as they would in class. If a child doesn't wish to speak, they can simply 'pass' and the teacher will move on but we would ask you to encourage your child to be an active participant.
7. When the meeting is concluded, the children should log out of the meeting when requested. The teacher will end the meeting when all children have logged out.
8. The teacher will not record any classes and the children will not be able to use the record facility on Zoom. Any external recording is strictly forbidden.