

Friday 1<sup>st</sup> May 2020

Dear Parent

We know the importance of keeping up to date with you and your children. We have decided to make use of a product called Zoom for video-calling -<https://zoom.us/> We will be using school based accounts for this, so you do not need to buy anything or create an account.

I would like to reassure parents that using Zoom is neither compulsory or required. We continue to offer phone calls from staff also. As with anything new we will find our way together doing our best to make it work for everyone using it.

Much of the following information and advice is common sense and I am sure, for frequent users, will be well known. It is however critical we do all we can to ensure technology is used safely. We all have a role to play in this. As a school we will do all we can to ensure it is used safely and we ask for your help with this also.

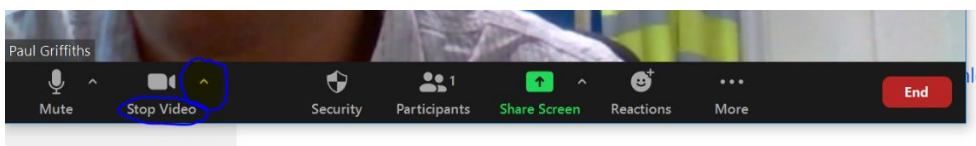
### **Safe Use Protocols**

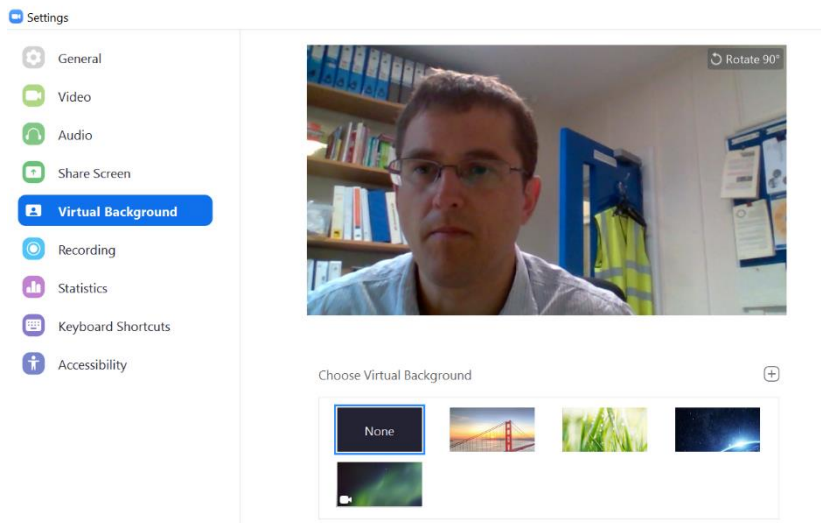
When we make a call, we will always send parents an email first with the video link and the time. Please do not share this link with anyone. New links will be used on every occasion. We will never email your child asking them to join a call without you knowing, and we will never ask to 'video meet' with you or your child outside our school hours. By accessing the link you are giving your permission for your child to take part in the call and agreeing to support them as outlined in this letter. The host (a member of school staff) will oversee the waiting room and only allow recognised users into the meeting. The meeting will be locked 5 minutes after the start time.

To use the link in the email just click on it. The browser window will open and the first time you use it, it will ask you to download the software. If you use a Zoom account for another reason, please make sure you log out of that account before your child uses it. This will make sure any settings that you have made in your account do not over-ride any that we have put in place to safeguard all users.

When we make the video call please make sure the computer or device is in a suitable place, not in a bedroom or bathroom and the background is clear. Children must be in a shared space like a kitchen or living room where at least one adult is present. Children should not wear their school uniform. We advise that other members of the household are aware a video call is taking place and try their best to avoid the range of the camera.

If you would like to 'shield' the background further you can use an appropriate 'Virtual Background' background image by clicking on the arrow just next to the 'Stop Video' icon (see below) and the choose a virtual background.





Should parents wish they can mute the video function for their child so they cannot be seen by other users. The host will of course check all muted videos to confirm the user.

We will talk to the children at the start of each call reminding them what they say when they are 'unmuted' can be heard by all, just as if they spoke in class.

Although there is the function to record calls we do not plan to utilise this. We do not record conversations in classrooms and we so no reason to record calls. We ask that everyone respects this and does not attempt to make their own recordings of calls or take screen shots. If this happens, we will cease all use immediately. For the safety of the children and adults there will always be at least two school adults present throughout the call.

Zoom has improved its security settings recently. Our school account has settings that will limit problems with the issues that you may have heard about.

To protect everyone:

- Do not create or use an existing Zoom account for them, this will make sure that your child cannot change any of our settings.
- Make sure the joining email is from our school email address, this will prevent any impact from phishing emails where people try to get you to click on a fraudulent email.
- We will always make sure that there are two adults on the video call and at least one parent should be around when calls takes place.
- There should be no inappropriate content on any of our video calls. Please contact the school if you are concerned about any of the content of the video call.
- We will utilise the waiting room function to screen and check users before allowing them to join.
- We will use the mute function to structure and facilitate productive respectful and thoughtful contributions from users.
- The meeting will be locked 5 minutes after the start time

Taking on board the feedback from our survey our initial main use of calls will be to facilitate contact. Calls will begin on Monday 4<sup>th</sup> May with the following sessions led by Mr Griffiths;

Federation Early Years (Reception & Nursery) - 9.15am

Federation Key Stage One (Years 1&2) – 9.45am

Federation Lower Key Stage Two (Years 3&4) 10.30am

Federation Upper Key Stage Two (years 5&6) 11.15am

If the children have something they would like to show or share on Monday then if they have this on hand that would be great but it is not required.

After this calls will mainly be for individual school classes which the appropriate class teachers and support staff will arrange.

Again taking on board feedback from families, staff will try to host sessions at different times of the day and vary days to try to ensure everyone who wants to join can do. We will also stagger calls so no two classes are receiving a call at the same time. We will also continue to use pre-recorded content from third parties such as BBC Bitesize and as Miss Ward has successfully managed this week personalised pre-recorded content that can be accessed at families convenience.

We will of course review how it is going on an ongoing basis. It is highly likely the best ways to make use of calls will be different for different classes. As with anything new we will find our way together doing our best to make it work for everyone and we thank you for your patience and understanding.

If you would like any further information, please getting in touch by emailing either [admin@spofforth.n-yorks.sch.uk](mailto:admin@spofforth.n-yorks.sch.uk) or [admin@follifoot.n-yorks.sch.uk](mailto:admin@follifoot.n-yorks.sch.uk)

Very best wishes

Yours sincerely

Mrs Paul Griffiths