

# Drayton

## COMMUNITY INFANT SCHOOL

### Community Infant School

#### Parent and Pupils' 'How to' Guide and Expectations for Zoom sessions.

This Guide details procedures and expectations of pupils when carrying out Zoom sessions.

#### Pupil Expectations

- Make sure you set up your video somewhere with a neutral background.
- Children must be supervised when they are taking part in a Zoom session, this does not mean that the adult has to be in the Zoom session but they need to be in the same room.
- Only log onto Zoom session using the codes and passwords sent to you via Seesaw or Tapestry and do not share these with anyone else, in particular on social media. This is to safeguard the sessions.
- Pupil's usernames online must be their normal first name and initial/surname. If it is any other name, they will not be admitted into the session to safeguard the session.
- Arrive a few minutes early for your session and wait in the "Waiting room" before your teacher invites you in.
- As with a normal School session, pupils are expected to be attentive and participate willingly and respectfully.
- As with normal classes, pupils must not disrupt the learning environment. Teachers will use the "Mute" function during sessions. Participants may be removed from the forum if their behaviour is disruptive and referred to the Head teacher after the session.
- Pupils do not need to wear School Uniform when online, but must be dressed appropriately for a school environment.
- Your teacher will "mute" you and your classmates, so background noise doesn't interfere with the session.
- Raise your hand or use the 'raise hand' function on zoom, if you would like to ask a question or give an answer then lower your hand after. This can be found in the participant's section in the bottom right hand corner.
- The chat function should only be used with the permission of the hosting teacher.
- Screen sharing is only permitted by the teacher, unless they tell you otherwise.

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- If you experience technical difficulties, please let the hosting teacher know through chat or email.
- If something worrying happens whilst you are using Zoom, leave the session, turn off your computer and tell a trusted adult immediately.
- Please ensure that this is a session for the children any questions from parents should be sent via email to the school office, [partnershiphead@istnorfolk.co.uk](mailto:partnershiphead@istnorfolk.co.uk) or [deputydrayton@istnorfolk.co.uk](mailto:deputydrayton@istnorfolk.co.uk).
- Please note that all sessions will be recorded for safeguarding reasons, if you do not want your child to be recorded please switch their camera off on joining the session. This will only be viewed by Mrs Winter and Miss Humphrey if needed.
- Each class will receive a minimum of two Zoom sessions per week.

### Devices

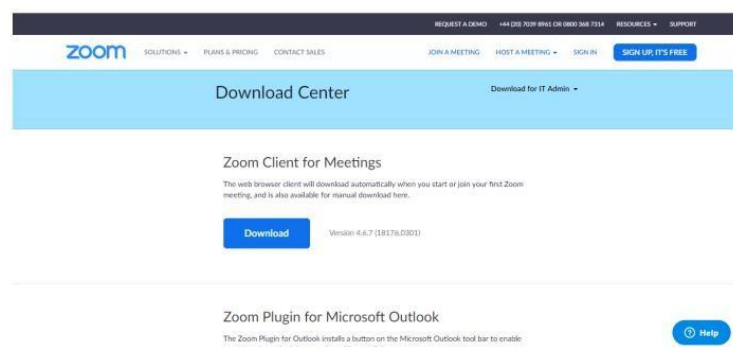
- Zoom will run on all web-enabled digital devices, including desktop computers, laptops, and tablets. If needs must, they will also work on any smartphone, although a small screen is not ideal.

### Specific ZOOM Guidance for 'live' session.

### **Setting up Zoom**

Pupils under the age of 16 should not go to [www.zoom.us](http://www.zoom.us) to create an account because they should only be joining Zoom meeting sessions as participants (not separate account holders) through their teacher's account and because under 16s are not permitted to create an account as per Zoom's Terms of Service. Your teachers will securely and confidentially provide lesson codes and passwords through Parent Mail to ensure that access to live lessons is kept secure.

To install Zoom on a lap top or PC click on the following link:  
[https://zoom.us/download#client\\_4meeting](https://zoom.us/download#client_4meeting)



Download the file by clicking on the download button and install the software onto your computer.

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Mobile and tablets please go to the App Store/Google Play Store and download the Zoom App.



2. You should now see this Zoom screen.

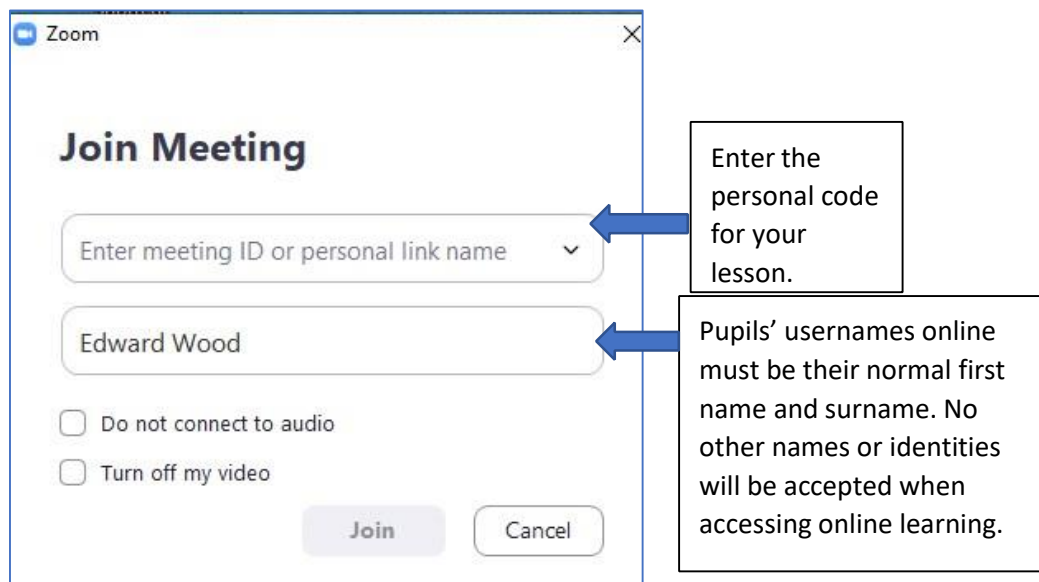


### Joining a meeting

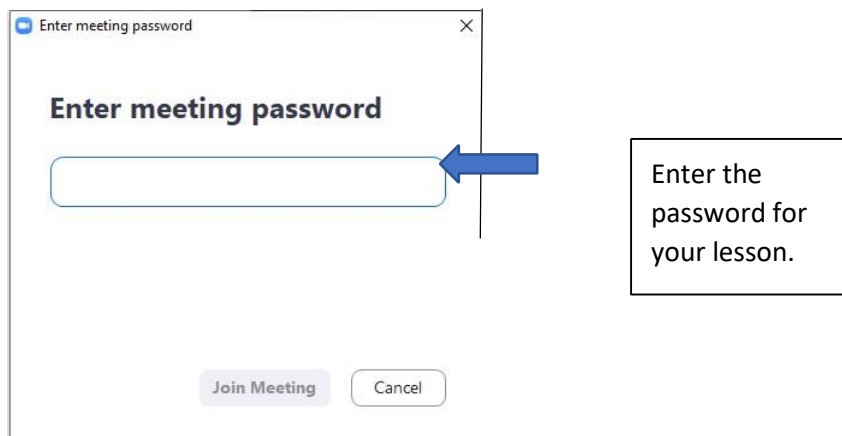
1) Your teachers will send you the code for each of your live sessions via Parent Mail.

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2. You should now see this Zoom screen.



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Once you are let into the meeting by your teacher you should then be able to see your teacher and other members of your class on your screen.

The code of the Class that you are in is displayed here

Please ensure that this tab says 'Gallery View'

When asked to 'Mute' your screen you can do that here



Try to ensure that you sit in front of a plain background and that the light in the room is balanced.

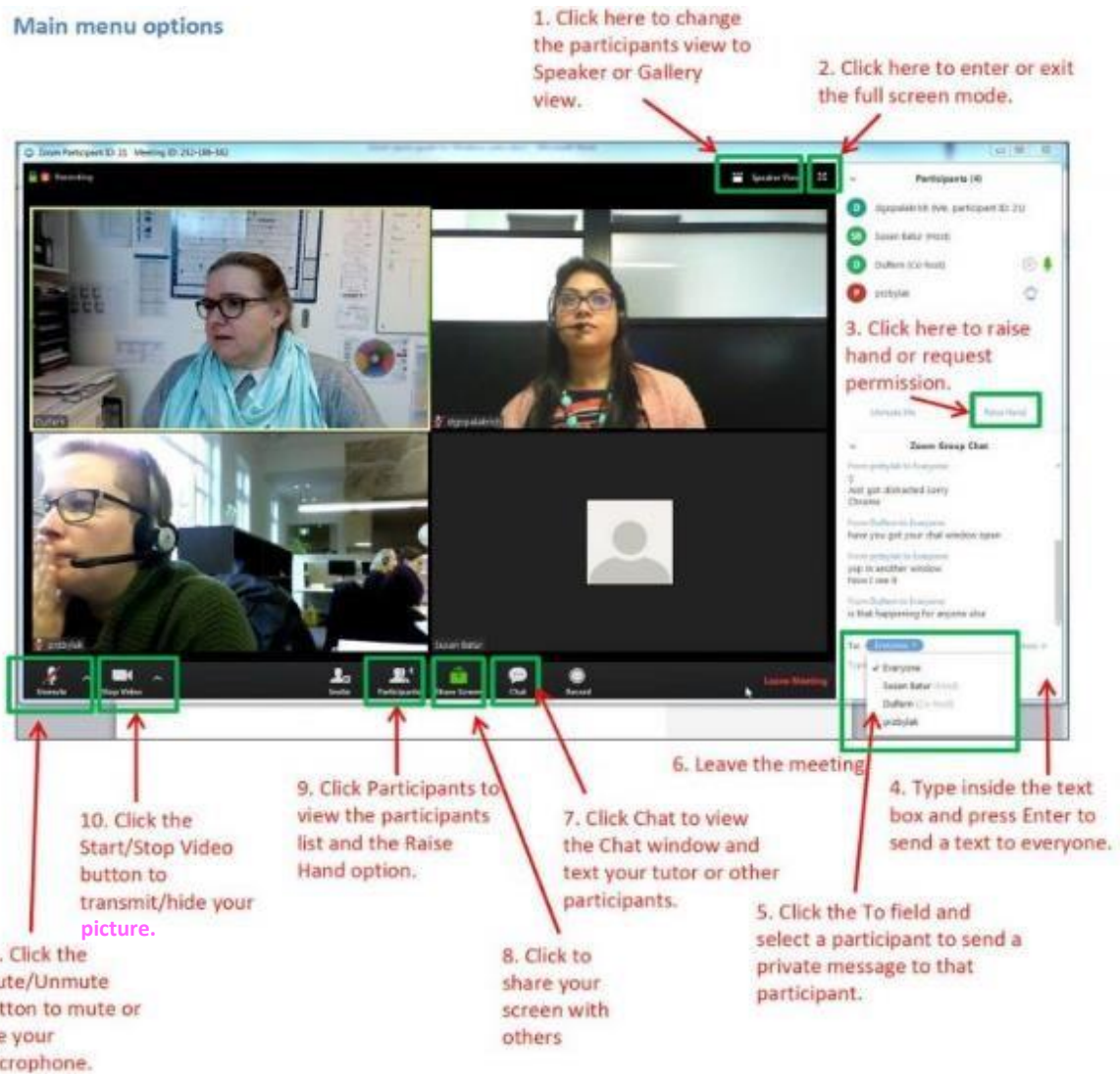
The image shows a Zoom meeting window with two video thumbnails. The left thumbnail shows a man with light hair and a beard, smiling. The right thumbnail shows a man with dark hair and a beard, also smiling. The Zoom interface includes a top bar with the meeting ID 'Zoom Meeting ID: 833-147-2683' and a 'Speaker View' tab. The bottom bar contains icons for Mute, Stop Video, Mute, Manage Participants, Share Screen, Chat, Record, and Reactions, along with an 'End Meeting' button. Red arrows point from text annotations to specific elements: one to the meeting ID, one to the 'Mute' button, one to the 'Speaker View' tab, and one to the right video thumbnail.

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### Basic Zoom Functions

#### Main menu options



### Raise hand

Zoom offers a way for pupils to digitally raise their hands. Pupils can click the 'Participants' button to expand the participants' panel. At the bottom of this panel, there's a button called "raise hand." Pupils can use that button to get the teacher's attention while muted; this works particularly well for larger classes. Once your question has been answered, click again to lower hand.

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