

Dear Parents and Carers,

### Zoom Circle Time

As we are now entering our eleventh week of being apart, we are continuing Zoom circle times as a way of bringing our classes and school community together. It would be lovely to see as many of you as possible and hear all about what you have been doing.

Sessions for this week will be held at the following times:

<b>Tuesday 16<sup>th</sup></b>	Y1 Mrs Noble 10.00am	Y5Mr Taylor 10.30pm	Y6 Miss Bee 11.00am
<b>Wednesday 17<sup>th</sup></b>	F2 Mrs Jowitt 10.00am	Y4 Mrs Chapman 10.30am	F1 Miss Robinson 11.30
<b>Thursday 18<sup>th</sup></b>	Y2 Mrs Stables 10.00am	Y3 Miss Hicking 10.30am	

The aim of the circle time is to enable the children to:

- Maintain contact with their teacher
- Keep contact with each other
- Create some routine for your child within their week

If you would like your child to participate, you will need to download the **Zoom** app before the session and familiarise yourself with how to use it. The Zoom app can be downloaded to a mobile phone through your device app store or at <https://zoom.us/>

A text message containing a link to the virtual circle time will be sent to your registered mobile number 15 minutes before the session starts.

The session will be led by the class teacher, supported by a member of the leadership team or support staff. The session will last approx. 15 minutes.

The structure of the session will be as follows:

- Children will be given a few minutes to settle into the circle time.
- Welcome from the teacher – children will be asked in turn to respond.
- The teacher will ask a wellbeing question to the class i.e. What is the best activity you have done whilst being away from school?
- The teacher will ask each child in turn to respond. The teacher will direct this by stating the child's name so they know it is their opportunity to speak.
- The teacher will end the meeting

We have included a Zoom protocol below and ask that you read this before allowing your child to participate. Please note that participation is optional.

As you will appreciate, there may be teething issues initially. If you have any feedback now or after the session, please do not hesitate to get in touch with me at [MR-admin@vennacademy.org](mailto:MR-admin@vennacademy.org)

Kind regards

Stef Adamson

Assistant Headteacher

## Parent guide and protocol for using Zoom

### Safeguarding

- Online safety protocol must be followed at all times.
- During the virtual circle time children should be supervised by a parent/carer.
- If you witness or hear anything that is of concern, please end the meeting immediately and report your concerns to the academy or to the appropriate local authority agency.
- Please do not try and make contact with school staff through virtual means outside of the scheduled meeting.
- Please stop other household members from being in the background of the meeting or being close enough for users to hear their voices.
- Please ensure the language of children and adults is appropriate at all times.
- Links to online safety can be found on the Brooke website.
- Parents will use a recognisable user name on Zoom so the teacher can admit them into the meeting.

### Organisation

- Please ensure that your child is in a suitable (not a bedroom) quiet room to limit noise, which will enable all users to hear each other.
- If possible your child should 'mute' their voice when not participating in the circle time.
- The aims of the circle time are stated at the top of this letter. The focus of the session will be directed by the teacher; it is not an opportunity for children or adults to ask their own questions, please ring the school or email [BR-admin@vennacademy.org](mailto:BR-admin@vennacademy.org) if this is the case.

## Teacher guide and protocol for using Zoom

### Safeguarding

It is important that all staff who interact with children, including online, continue to look out for signs a child may be at risk. Any such concerns should be dealt with as per the Child Protection Policy and where appropriate, referrals should still be made to children's social care and as required, the police.

Online teaching should follow the same principles as set out in the code of conduct.

Schools will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

### Organisation

Below are some things to consider when delivering virtual lessons/video conferencing, especially where webcams or phones are involved:

- Staff must only use platforms agreed by the school to communicate with pupils, and it is the responsibility of the teachers to gate keep and check content and comments.
- 1:1 video conferencing is strictly prohibited – On no occasion should staff make or take video calls with pupils.
- When using Zoom for a weekly circle time, 2 staff should be present/ logged into the call at all times.
- Meeting attendees will be held in a 'lobby' on Zoom. The teacher will only grant access if they recognise the user name, and more than one attendee is in the 'lobby'.
- Video calls through Zoom will only take place when the member of staff is in school, unless agreed with the Head of School.
- Suitable clothing should be worn by the teacher and other adults
- Language and behaviour must be professional and appropriate.
- Staff should record the length, time, date and attendance of any sessions held.
- Staff should ensure they are working from a suitable area in school when accessing virtual calls or meetings.
- Staff should ensure that once all children are within the meeting, the meeting will be locked so that no other members can join.
- Staff will remove any participants who are not following these guidelines.
- The meeting will be ended immediately if the member of staff witnesses or hears anything of concern. The details will be passed to the DSL.

The link below provides further information about Zoom should you require it.

<https://www.littledayout.com/2020/03/31/parents-students-guide-how-to-use-zoom/>