



## ZOOM MEETING PROTOCOL



To access the class meeting please download Zoom to an iPad or mobile. Or on a desktop visit <https://zoom.us/> and click on join a meeting, you will need a meeting code and password, which will change for every Zoom meeting. This information will be posted in the Google Classroom on the day of the meeting.

Please read and abide by the following rules. You will be notified if we change any of the rules when we review.

### Meeting rules

- Only children of the class the meeting is set for, should log on and be on camera. There shouldn't be any siblings present. Parents may be present but should let children be on screen and keep to the background where possible
- All children must be appropriately clothed
- The teacher will explain how and when children should be muted or unmuted
- (All children need to be safeguarded so) In order to keep all children safe, please ensure that there is nothing inappropriate in the background
- Please ensure all background sounds are switched off e.g. TV, music etc.
- There should be no screenshots or photos taken of the session
- Children need to have video on
- You will have to wait to be admitted from the waiting room
- Two members of staff will be present at meetings
- All meetings will be recorded **for school use only**
- It is not designed as a parent meeting – any parent questions or concerns should be emailed to [info@cooperslane.lewisham.sch.uk](mailto:info@cooperslane.lewisham.sch.uk)

By logging onto the class meeting you are agreeing to follow the above protocol.