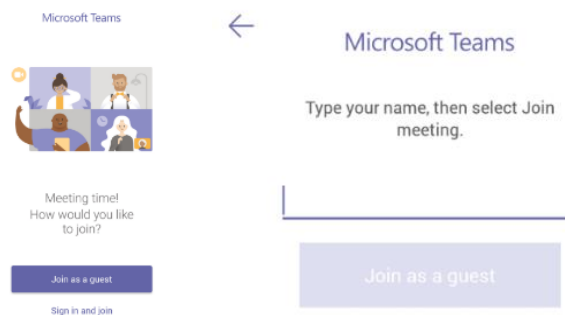


## St Aldhelm's VA Church Primary School Video Conferencing Guidance for Parents and Carers September 2020

Whilst face-to-face restrictions are in place to minimise the spread of COVID-19, we will use Microsoft Teams to allow interactions between St Aldhelm's staff and parents and carers. If needed, we will also use Video Conferencing for interactions between teachers and St Aldhelm's pupils as we did in the Summer Term. We use Microsoft Teams Video Conferencing Platform as this is endorsed by Somerset County Council.

- Parents will be sent an email in advance by a member of St Aldhelm's staff detailing the date, timing and focus of the Video Conference Meeting as well as containing a link to the meeting.
- If you have not already done so, parents must download the Microsoft Teams app to the device which you will use in advance of the meeting.
- You do not need to sign in as you can join the meeting as a guest.



- When requested to type your name, please type your child's first name and the first initial of their surname.
- You will be asked to wait in the 'lobby' until a member of staff lets you in.
- Plan for the meeting in advance:
  - Consider where you (and your child if needed) will sit for the conference (and if need be what any other family members will do).
  - Be very mindful of what your camera is showing in the background. Choose an appropriate place for the call such as a dining table with no inappropriate objects or information visible.
  - Wear appropriate clothing for conferencing.
- Be respectful of others' time by attending the conference on time. Please join the meeting and wait in the lobby five minutes before the meeting.
- Two members of school staff will be present for the duration of the Video Conference, although they may not both feature on the screen.
- Where pupils attend the meeting, teachers will greet pupils as they enter the group.
- Each session will start with a reminder of the expectations for a video conference and the focus for the session.
- Please mute your microphone unless it is your turn to speak. If you want to share an idea, please put your hand.
- Please do not share the video conference link with anyone.
- Our School Behaviour Policy and Ready Respectful and Safe rules remain in effect during these sessions. Cyberbullying or inappropriate behaviour is not acceptable and will not be tolerated.

## Video Conferencing Guidance for Pupils

St Aldhelm's VA Church Primary School

*Learning together for Life in all its Fullness – John 10:10*

Ready

Respectful

Safe



To make this work, we need to remember some ground rules first...

### 1. Be ready to learn

Try to find a quiet place to work, which could be a desk or table in a family area, but not in your bedroom. Make sure you are wearing appropriate clothing (not pyjamas) but play clothes are fine.

### 2. Be prepared for the sessions

Our time together is precious and we want everyone to be able to enjoy and benefit from the session so please look at what we plan to cover in each session and prepare anything which you may need. You could have a practice run so that you feel confident with what you are going to say.

### 3. Have an adult in the room

An adult should be near and should be able to hear the sound but they don't have to be on screen. We know that your listening adult may need to look after others so that's ok if you are all in the same room.

### 3. Use kind words and be patient

Remember in a group session, everyone can hear what you say, so use kind words. Be patient- everyone's technology and internet connections are different so you may need to wait a while.

### 4. Keep Safe

Do not pass on the session codes or links to anyone else – only St Aldhelm's families should have access to the sessions.

### 5. Do not Record

Do not take screen shots or photos of any sessions. You are also not allowed to video the sessions. This is a legal issue.

### 6. It is not private

Understand that our use of Video Conferencing is logged so others know we have a Video Conference and that what is shared is within a group and therefore not private.

**Know that these rules are designed to keep you safe and that if they are not followed, school sanctions will be applied. Your parents will be contacted and you will not be able to take part in further sessions.**