



June 2020

Dear Parent/ Carer

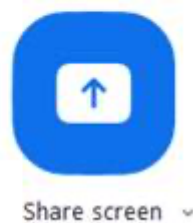
Use of Zoom for Live Lessons

It has been good to see so many students engaging in our tutor assemblies on Zoom this week. Further to my email on Thursday which outlined the introduction of live lessons from Monday 22 June, I wanted to clarify a few points regarding behaviour and safety on Zoom.

It is very important that students use their full name as their screen name on Zoom – this is to ensure that staff know who is in the lesson and can monitor engagement. From Monday staff will use the ‘waiting room’ to do their register and only allow people to enter the Zoom meeting if they are using their full name and are on the class list. If you use Zoom for other family purposes, it is easy to change the Zoom screen name by following the instructions below:

Option 1: If you already have the ability to host a meeting because you have a Zoom account

1. Open the Zoom App and click on join.

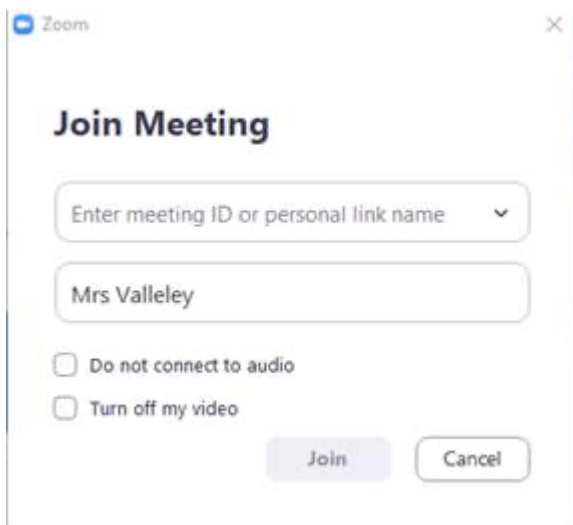


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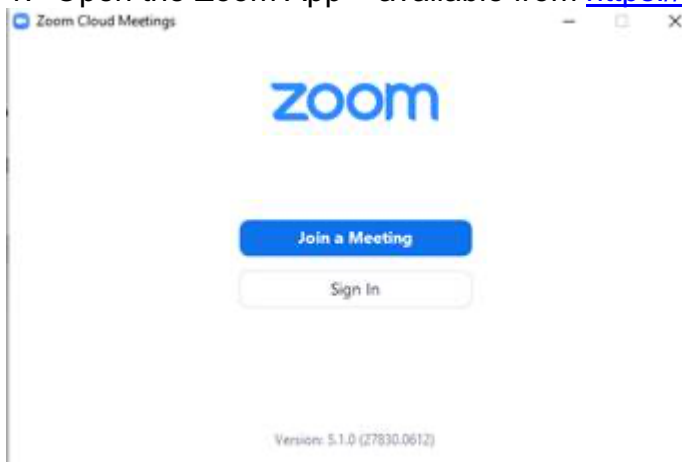
Headteacher: Mr A Govan, BA (Hons), MA Ed.

2. Enter the meeting ID from the Weekly Learning Plan and type in the student's full name. Then click join.

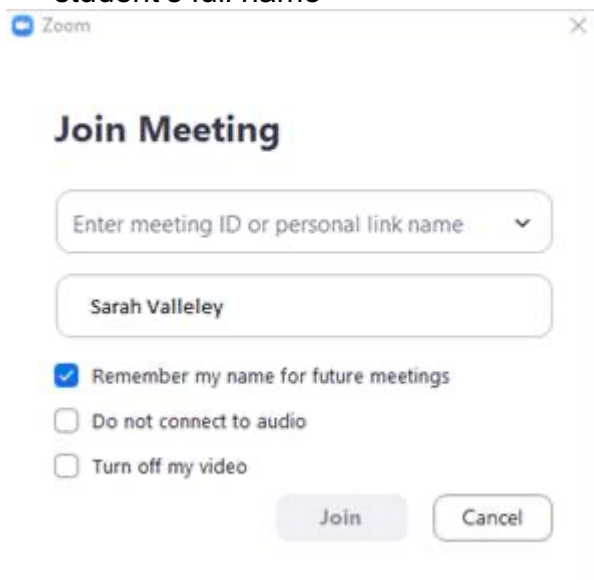


Option 2: If you do not have a Zoom account and are joining a lesson from without using a Zoom account

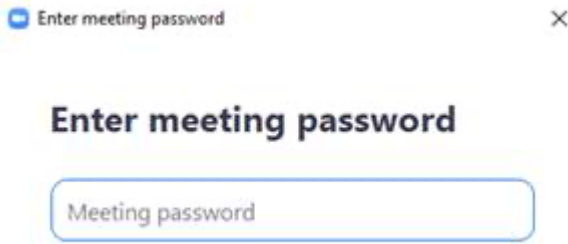
1. Open the Zoom App – available from <https://zoom.us/download>



2. Type in the ID code provided by the teacher on the Weekly Learning Plan and the student's full name



3. Enter the meeting password



If you require any further assistance with Zoom, please email homelearning@thehambleschool.co.uk

Please can I also ask that you go through the expectations with your child before Monday, which are outlined below and ensure they use the live lesson as a learning opportunity.

1. Students must make sure that they have basic equipment available at the start of the lesson – a pen, pencil and paper to write on. If they need any subject specific equipment their teacher will explain this in the Weekly Learning Plan.
2. Mobile phones must be switched off for the duration of the lesson, to ensure students are concentrating on learning.
3. A register will be taken by the teacher at the start of the lesson, so we can monitor engagement.
4. Students must switch off their camera and microphone on Zoom to protect their privacy and ensure any background noise does not disturb the lesson.
5. Students need to be dressed appropriately in case the camera is accidentally switched on.
6. To ask a question or contribute, students will need to use the 'thumbs up' tool on the tool bar. They will need to wait for their teacher to unmute them to speak.
7. When students do communicate they must speak clearly and use appropriate language at all times.
8. If students do not have a microphone or want to ask a question privately, they can use the 'chat' feature but all comments/questions must be respectful and they will only be able to communicate with the teacher.
9. Please do read through the National Online Safety tips for using Zoom, available on our Home Learning webpage if you have not already done so.
10. It is important to be aware that the lessons will be recorded for training and monitoring purposes.

Thank you for your support – if you have any further questions, please do not hesitate to email using the address above.

Kind regards



Mrs S Valleley
Assistant Headteacher

If, at any time, you should require special arrangements to be made when visiting the school and/or in order to participate fully in supporting your child at school (e.g. an accessible venue for meetings, if you are a wheelchair user, assistance with translation of documents or enlarged copies of communications etc.), please do not hesitate to let us know.