

USING ZOOM

Please familiarise yourself and your child with the expectations for live lessons:

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.
2. 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.
3. Mobile phones must be switched off for the duration of the lesson, to ensure students are concentrating on learning.
4. A register will be taken by the teacher at the start of the lesson, so we can monitor engagement.
5. Students must switch off their camera and microphone on Zoom to protect their privacy and ensure any background noise does not disturb the lesson.
6. Students need to be dressed appropriately in case the camera is accidentally switched on.
7. 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.
8. When students do communicate they must speak clearly and use appropriate language at all times.
9. 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.
10. 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.
11. It is important to be aware that the lessons will be recorded for training and monitoring purposes.

Should you have any questions with regards to Home Learning or Class Charts please contact either your child's Tutor or homelearning@thehambleschool.co.uk

