

# St John's C E Primary School

St John's Street, Great Harwood, BB6 7ES.

Telephone: 01254 885926

E-mail: [head@st-johns-greatharwood.lancs.sch.uk](mailto:head@st-johns-greatharwood.lancs.sch.uk)

Website: <https://www.greatharwoodstjohnscofeprimary.com/>

Headteacher: Miss T Parker



January 2021

Dear Parents/Carers

## RE: ZOOM MEETINGS

As part of our enhanced remote learning offer to children who are not attending school, we will be inviting the children to attend class meetings and lessons via Zoom. We feel this will be extremely positive in supporting children's social engagement and wellbeing and it gives the children the opportunity to have face-to-face contact with their teacher and their other class mates.

In order for this to be done safely and successfully, we require that the following rules are adhered to:

- Children must be appropriately dressed, (not in pyjamas).
- Children must be in an appropriate room, (not in their bedroom).
- Children must remain on 'mute' unless they are invited to speak.
- Children must be seated at an appropriate space, (desk or table).
- Children must keep their video on, if their device allows it.
- Children must use their first name only on screen.
- Children should not eat or drink whilst on screen.
- If a background is used, it must be appropriate and should not be changed during the call.
- Parents may be present during the call but should not appear or speak on screen.
- Under no circumstances should photographs or videos be taken of the screen and the screen should not be set to record.
- The Zoom call is for children in your child's class only and the Meeting ID and Password must not be shared.

Thank you in advance for your co-operation and support. We look forward to seeing the children on screen for their class meetings/lessons. You will be notified with joining instructions when they are going to take place.

Yours sincerely

*T Parker*

T Parker  
Headteacher

