

‘Class meet’ (via zoom) Code of Conduct

As part of our remote education offer, we are including regular ‘Class Meet’ opportunities via zoom. The zoom ‘Class Meet’ will encompass time to review and provide feedback on the work done so far in Learning Packs, provide clear explanations of the work to come next, check understanding through questioning and quizzes, engage children in social time through news sharing and assembly, enjoy a class story together, and take part in other activities appropriate to individual classes/ year group.

We aim for these ‘Class Meet’ sessions to be enjoyable and safe for everyone. Therefore, we expect the following of participants;

School staff will:

- . Aim to start meetings on time
- . Give as much notice of timings, any changes and cancellations as possible
- . Ensure that there is a minimum of two members of staff on a zoom call at any one time and that there is always more than one child in attendance.
- . Present in a professional manner as you'd expect from a member of staff in school
- . Be courteous, respectful and adhere to our safeguarding policies and procedures
- . Give clear instructions, be supportive and have high expectations of children's behaviour
- . Keep a record of the names of all pupils and staff who attend the session as well as the time, date and length of the session.
- . Remove a participant from the meeting if they are not following our agreed rules

Children (supported by families) should:

- . Join calls with the microphone muted
- . Join calls with video on in order to help with registering attendance
- . Have their name clearly displayed (not the name of a family member or the device name)
- . Only unmute when asked to do so by the teacher/ member of school staff
- . Try to work in a quiet space, where others are nearby
- . Be dressed suitably for class - not necessarily in uniform but no pyjamas please
- . Follow the directions given by staff
- . Be supportive of each other and follow our class ground rules

Clothing worn and language used by any family members in the background of a ‘class meet’ via zoom should also be **appropriate** and **carefully considered**.

Please note that ‘class meets’ and other zoom sessions **should not be recorded or photographed** under any circumstances to keep everyone safe. As there will be children other than your own child on the call, this would be a safeguarding issue.