

## **Zoom Parents' Evenings – October 2021**

**Important disclaimer: By accessing the zoom meeting, you are agreeing to share your personal information and data within a controlled school group. You are also agreeing to the terms of use below.**

**Meeting IDs and a 9-digit, class specific passcodes will be sent to you via ParentPay.**

**You will need these details to access your parents' evening appointment via Zoom.**

Please be aware that the following apply to live sessions:

- Switch the settings to have microphones and videos off when joining a session.
- Sessions are **NOT** to be recorded by Parents or pupils (on any device).
- During sessions, screen shots using the device or other devices are strictly **NOT** allowed.
- Ensure the host (Teacher) is in control of who can control the screen.
- Learn how to mute and unmute, including video screens.
- Be conscious of background environments and others in the room.
- Staff will have a school lanyard on during the meeting
- Staff, Parents and pupils will wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas, for example, not in bedrooms; and where possible be against a neutral background.
- Language must be professional and appropriate, including any family members in the background.
- Videos may be muted for Parents if other distractions in the household become unsettled or cause a disruption.
- Please note if you are late for the session, you can still join. Please bear in mind that sessions will not go over the given time allocated, as this will have an impact on other appointments.

All sessions will be recorded by the school for safeguarding reasons. These recordings will be stored safely on the school server and removed in compliance with our GDPR Data Retention Policy.

We are looking forward to Zooming with you soon and sharing in your child's learning journey.