

**STATION ROAD  
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**HEADTEACHER: MRS. E. PEARSON**

**21 January 2021**

Dear Parents/Carers,

Zoom meetings with classes having been taking place over the last couple of weeks with a lot of success. As with all things, the safety of your child is paramount to us as a staff and therefore we ask that you read the following guidelines carefully and share with your child before they take part in their class Zoom. It is essential that all children try to attend the Zoom sessions but if you are experiencing difficulties please contact the school and we may be able to help.

- Please ensure your child is muted as they enter the meeting.
- Punctuality is very important, please ensure your child is online and ready at least 1-2 minutes before the start of the meeting.
- Your child and all members of the household **must** be appropriately dressed i.e. not just in underwear or wearing nightclothes.
- Can we ask that your child is sitting within a suitable learning environment; and that you are mindful of background noise, such as the television, younger children or conversations being had between adults.
- Parent interaction needs to be limited. We really do appreciate that you want to support your child in their learning. However, would you mute yourselves when doing this.
- All members of the household must use appropriate language during the Zoom chat i.e. no name-calling or swearing
- Behaviour expectations for school must be followed at all times
- Only use your child's first name when entering the Zoom chat
- Test your webcam and microphone before the Zoom chat to ensure all is working.

Your child's class teacher will explain the rules at the start of the meeting. Unfortunately, anybody who breaks the rules will be removed from the Zoom session. If you have any further questions, please contact your child's class teacher by email.

Yours sincerely

Mrs C Murray

