

Guidelines for parents when using Zoom at Greenway Primary and Nursery School

All parents will read and acknowledge they have received and agreed via email to the following guidelines **prior** to a teacher inviting parents to join a session.

Please email your child/rens class teacher, with the sentence:

“We have read and understood the zoom guidelines and agree to keep to all points.”

Class teachers email addresses are:

Nursery **lorraine.tritton@greenway.herts.sch.uk**

Reception **lucy.bassil@greenway.herts.sch.uk**

Yr1 **mark.loczy@greenway.herts.sch.uk**

Yr2 **kayleigh.dell@greenway.herts.sch.uk**

Yr3 **amy.orr@greenway.herts.sch.uk**

Yr 4 **janine.bennett@greenway.herts.sch.uk**

Yr5 **julia.adams@greenway.herts.sch.uk**

Yr6 **PJ.Gohel@greenway.herts.sch.uk**

- Ensure that your user name is written as name and surname eg Katharine Ellwood or Mrs Ellwood, as the host will not allow unknown names to enter the session eg no nicknames or numbers.
- Both staff and parents should conduct zoom sessions in an appropriate, communal room of the building, e.g. lounge, kitchen, dining room, classroom or office room.
- All parents are to follow the same standard of behaviour as expected whilst attending parental events at school. Any parents not following school behaviour expectations (as described within our Pupil Behaviour Policy, which can be found on our school website [here](#)) will be placed in the “waiting room” of the meeting.
- All participants within the zoom session (and any other members of the household seen or heard in the background) must use appropriate language throughout the session. Staff will ensure professional conduct throughout.
- All participants should be appropriately dressed.
- As a requirement of the meeting, the host staff member will mute all participants until they request an individual to contribute to the conversation or they indicate that they would like to participate.
- The zoom sessions will be recorded, so that if any issues were to arise, the video can be reviewed.
- Parents will be informed of the date and time of planned zoom sessions, details of how to access the session and the length of time required.

If at any stage, any of the above points are not adhered to, then the teacher host will immediately decline the family’s access to the zoom session. The incident will be recorded on CPOMS (our On-line Management Reporting System) and reported to the Senior Leadership Team, who will then take appropriate next steps.