

Queensbury School

Wood End Road
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Telephone: 0121 373 5731
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Website: <https://www.queensburysch.com>



4th June 2020

Dear Parent/Carer

Re: Zoom Welfare Meetings

We are very excited to introduce our new online Zoom Welfare Meetings - an online video conference system that we will be using to carry out virtual welfare meetings with our students.

We remain committed to continue offering our students lessons each week which will help them to grow in confidence, improve speech and language skills and provide social interaction at a time when they will need it more than ever through our online learning platform – Purple Mash.

We have taken all reasonable precautions and have safeguarding procedures in place to ensure our lessons and welfare meetings remain safe and to guarantee the wellbeing of students, as well as teachers, during the delivery of our lessons and welfare meetings.

Our teachers are trained in safeguarding procedures and have been issued with a checklist to minimise any risks as much as possible.

These include, but are not limited to:

- By passing on the link, meeting ID and password to your child, you are giving your consent for your child to use Zoom
- Sometimes technology acts up. Students without cameras will be asked to identify themselves. If they are not able to, they will be removed until they can
- Unidentified participants will be asked to leave
- Parents are not permitted to film or take photos of the meetings
- The welfare meetings will start and finish punctually

We are taking these measures to ensure that our welfare meetings operate in a secure and safe environment, as a place of learning and enjoyment.

Before your child can be part of a Zoom meeting you will need to install Zoom on your computer, device, smart phone. It is important that your device has a camera and a microphone.

The Zoom meeting will have a unique 9-digit ID and a password which you will receive via text message.



Interim Head Teacher: Mr Chris Wilson BSc/MA



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Zoom Lessons:

The 9-digit number is the meeting ID and the password will be required to join the meeting sessions. These are unique to every class and are fixed. If for any reason they do change, you will be informed by the school through text message updating you of the changes.

Please be aware of the code of conduct that your child would be expected to follow should you allow them to join the meeting:

Code of Conduct for Video Conferencing

- I will be the only person taking part in the zoom meeting because I am speaking to my own classmates and teacher
- I understand that a responsible adult should be in the room with me during the session, but not taking part or visible on screen
- I will make sure that if I'm using the video function that the view of the room I am in is neutral and appropriate
- I will make sure I am dressed appropriately (School uniform is NOT required!)
- I understand that I must only send my teacher and peers appropriate messages on the chat function
- I will not do or say anything that is offensive or upsetting to others
- If my parent/carer or I need to speak to my teacher, I will request for a phone call
- I will not discuss personal issues in front of my peers
- I understand that my teacher will have the same expectations in our zoom meeting as they would in the classroom including our core values and behaviour expectations
- If I want to speak, I will use the reactions button to 'raise hand' and wait for my teacher to invite me to speak
- I understand that my voice can be muted, my video can be blocked or I can be removed from the group meeting by my teacher if I do not follow this code of conduct
- I understand that the virtual meeting may be recorded and saved on the school server.

To reiterate, by passing on the link, meeting ID and password to your child, you are giving your consent for your child to use Zoom. We would like you to be aware of the following details so that you can make an informed decision:

- Zoom is a US site, so it may not comply to British data protection rules
- The only information about your child that can be viewed is the login name they use, so please do not allow them to put in their full name



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- The teacher is the host
- No other participants can record the meeting without permission from the teacher
- The teacher will control the chat function so that students can only privately message them and not each other
- The teacher can mute whichever participants they wish to (all or individuals)
- The teacher can lock the meeting so that no other members can join
- The teacher can stop students from changing their names
- The teacher can stop video use
- The teacher can remove unwelcome participants or those who do not follow the code of conduct. They then become permanently locked out of the meeting.

Further information you will need to use Zoom successfully:

- You will need to use Google Chrome as your browser
- There is no need to have an account with Zoom but it does need to be downloaded onto the computer/device your child will be using. If it is not already downloaded, when you use the link it will take a minute or two to download at that time
- Children can choose to use the video and/or audio function
- We recommend that students join the meeting 5-minute prior to the start of the conference
- Gallery view is better as this allows for everyone to see all participants
- Go to privacy controls and make sure that the screen sharing option chosen is to only share with the teacher/host (your child will still be seen via the video camera, but anything on their screen will not be visible)
- Turn off file transfers to reduce any risk of hacking

Please note, if you are late for the meeting, you can still join. The teacher will be delivering the session for approximately 20-30 minutes.

Thank you for your continued support and co-operation.

Yours sincerely

Mr Ali

Mr Ali
Head of Faculty

Mrs Gill

Mrs Gill
Instructor

Mr Mulla

Mr Mulla
I.T. Manager



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