



Harehedge Lane • Burton-upon-Trent
Staffordshire • DE13 0AS
Tel: 01283 529800

E-mail: enquiries@outwoods.staffs.sch.uk

Website: www.outwoods.staffs.sch.uk

Headteacher: Mrs J. Cutbush

Deputy Headteacher: Mrs R. Winter



18 January 2021

Dear Parents and Carers,

RE: Zoom Use and Etiquette

Thank you for your support with the home learning and accessing the Zoom sessions. I am so proud of the way in which we have all quickly adapted to the situation we find ourselves in.

Can I please remind you and your child/children of the following messages regarding the use of Zoom (or other video calling if used in the future e.g. Teams), for GDPR and safeguarding purposes (to keep everyone happy and safe) as well as for making the sessions as productive as possible:

- Please join the zoom meetings with the child's name so that we know they are a safe person to allow in to the meeting
- Ensure an adult is within sight/hearing range of the child if you are not able to monitor them directly
- Ensure that mobiles phones/other devices are not accessible during zoom - no photos or recordings of the meeting should be taken. As well as this, please make sure that the TV is off so that your child can concentrate fully
- Ensure that the chat function is used to respond to the teacher - this is likely to be used more in the coming weeks to check on your learning. The children should not be using this function to chat amongst themselves during the Zoom calls
- The children should be sat comfortably during the Zoom call but certainly not lying around or wandering off
- Please make sure that your child is dressed appropriately for the session
- Please be mindful that we can hear conversations in the background so avoid shouting etc.
- Siblings should not attend the sessions nor should pets
- Never share the details of the meeting links with anyone else
- Your child should be the one who is completing the work – no one should be doing it for them

Please note: all children are expected to attend the Zoom registration session.

Many thanks in helping us make the sessions as purposeful and enjoyable as possible.

Best wishes,

Mrs J Cutbush
Headteacher

Assistant Headteachers: Mrs J. Taylor & Mrs S. Clamp

