



# St Paul's Catholic Primary School

Headteacher: Mrs Katie Worton-Geer

*"Our school is a place of learning, a place of love"*



20<sup>th</sup> October 2020

Dear parents/carers,

We have reviewed our remote learning policy and in addition to setting work via purple mash and the school website alongside the daily timetable of videos and pre-recorded teaching, we will be holding live registration at the start of the day and reflection at the end of the day via zoom. **This will only be if the whole class are isolating.** Should this be needed, we will send times and a zoom link for the sessions via marvellous me.

Please see the below protocols that we ask are adhered to for the use of zoom to ensure the safety of all members of the community:

- A zoom link with ID number and password will be sent ahead of each session (the ID code will be different each time)
- Parents and guardians are responsible for supporting and supervising their child whilst online and must be present in the room
- Links will only be emailed to the parent/guardian via marvellous me - not to a pupil's account. You may want to download the zoom app for ease of use.
- Once you have clicked on the zoom link it may automatically join you to the meeting. Alternatively, you may need to enter the ID and password that you were sent in the invite, you will be in the waiting room (unable to see or speak to anyone) until the teacher starts the session
- Camera and microphones will be on (we need to be able to see all pupils)
- All meetings will be recorded in accordance with Safeguarding guidelines
- Children are not permitted to capture images, or take still photography of anyone during a session
- Usual standards of behaviour are expected for online interactions as in face to face sessions
- Please be mindful of the background of your livestream and make sure this is appropriate. Children should be appropriately dressed for the Zoom session.
- The 'mute' button will be used as required throughout the session by the teacher
- Pupils are not allowed to share their screen, rename themselves or use the chat feature with each other during a session
- Once a session has started the meeting will be 'locked' by the host teacher so please ensure you are on time for the session. This is to ensure that outside people cannot access the meeting for security.
- No 1:1 zoom sessions will be held (unless pre-approval has been given by the Headteacher)
- This is compulsory, as it is part of the home learning timetable, we expect all children to attend just as they would at school, unless they are unwell. Attendance will be monitored
- We will update you if any changes are required in terms of procedures to ensure all are safe and have a positive experience.

By choosing to access the meeting, using the meeting ID and password, parents accept full responsibility for what may occur during the time of the meeting and will adhere to the above protocols.

We will continue to review our remote learning and update as/ when needed. If there are multiple classes isolating we will endeavour to set different times for registration and end of the day reflection if there are siblings within the classes that are unable to access devices at the same time. Please ensure you have completed the remote learning survey so we have this information.

Kind regards,

Mrs Worton-Geer  
Headteacher

Park Lane, Cheshunt, EN7 6LR

Tel: 01992 635060/ Email: [admin@stpauls373.herts.sch.uk](mailto:admin@stpauls373.herts.sch.uk)

<http://stpauls.herts.dbprimary.com>

