



Sandfield Primary School Zoom Pupil Expectations

All children accessing a Zoom meeting should read, understand and follow the guidelines detailed below.

- Zoom meetings should take place in a suitable environment, such as your kitchen or living room. Children must not access a Zoom meeting from either their bedroom or from outside.
- A parent or carer must be present throughout the Zoom meeting. Ideally, no other family members are to be present.
- Children need to be sat in front of a plain background and family photographs or further personal information must be removed from camera view.
- Before your scheduled meeting, it always a good idea to check that you have a good internet connection and that your camera and microphone are working on the device that you are using.
- Children will need to dress appropriately for every zoom meeting.
- Make sure that you position your camera so that it is at face level.
- Use your family's surname only as your attendee name
- All children will need to follow Sandfield's behaviour code of: **Ready, Respectful, Safe** throughout the Zoom meeting
- When the host (teacher) permits you to enter the Zoom meeting, all children will be automatically muted. Please do not un-mute your microphone unless you have been asked by the host (teacher) to do so.
- Staff who are hosting a meeting will not exit until all children have left the Zoom call.
- All zoom meetings will be led by a host and co-host.
- The 'chat' option will be unavailable to all.

Zoom Ground Rules

