

Zoom Checklist for KS2 children

Your teachers are looking forward to seeing you each week on the zoom meet up. You are all very sensible and we know you will behave on zoom as you would in the classroom. Here is a checklist for you to read before you start each zoom.

- Please be in a suitable quiet room (**not a bedroom**) to limit noise, which will enable all users to hear each other.
- You must have the camera on so wash your face after breakfast!
- Make sure your adult is in the room but out of camera shot.
- Please stop other household members from being in the background of the meeting or being close enough for users to hear their voices.
- Wear suitable/appropriate clothing (e.g. not pyjamas or nightwear). It doesn't have to be your school uniform.
- You must use your name or just your second name on Zoom so your teacher can recognise you and admit you into the meeting.
- Arrive a couple of minutes before the session starts. You will be in a waiting room so be patient.
- You must log on within the first 10 minutes of the session starting in order to be granted access. Anyone logging in after this time will not be admitted.
- Do not share the link with anyone.
- Only use the chat box if the teacher asks you to.
- At the end of the session, the teacher will say goodbye and end the zoom for everyone.
- The school rules still apply so remember to let one person speak at once your teacher will help with this by telling you when it is your turn.