



Increased Safety measures to be used for Zoom calls to Classes / individual children.

8th February 2021

Dear Parents / Guardians,

Please take note of increased security measures coming into place in Robertstown NS for Zoom calls.

- You must have your own Zoom account and log on through your own account.
- Parents must give consent for their children to participate in Zoom calls with their teacher / SNA through Aladdin or by emailing the class teacher.
- The Meeting ID (long number) will be emailed to parents' email accounts the night before the meeting. The Passcode (6 digits) will be sent to parents by text 15 minutes before the meeting. Never share codes to meetings with anyone outside of your family. We apologise for any inconvenience this may cause to parents. This is to enhance the security and safety of meetings for pupils and staff.
- All pupils will enter meetings through the waiting room. We will not admit anyone that we do not recognise.
- Please ensure that your child's name is entered on the device they are using so he/she can be admitted to the meeting.
WE WILL NOT ADMIT ANYONE WITHOUT A NAME FROM NEXT WEEK eg Samsung / Galaxy.
- Parents should be able to hear what is happening on the call. It is not necessary for parents to sit beside children in older classes if they can manage the settings themselves but please be available to assist if the need should arise. **It is vital that parents understand that pupils need to be supervised by them during the virtual meetings.**
- Remember all cameras must be turned on during the meeting.
- Once all participants have entered the meeting the meeting will be locked (after 5 minutes). This prevents further participants joining the meeting after this point.

Please be assured that these measures are implemented to ensure the highest standards of safety and security are adhered to by all members of our school community. Staff and children are enjoying the Zoom calls at present and we hope to continue as we are at present. Please help us ensure the continued safety of these calls for everyone.

Regards,
Marion Sherlock