

# *Virtual Meetings & Assemblies -*

## *Etiquette & Procedures*

### *1. Camera should be on*

*In order for us to ensure that only those who should be in the Zoom call are in the Zoom call, we would prefer if all participants turned on their cameras. We understand that occasionally cameras flicker on and off due to connection difficulties.*

### *2. Use appropriate / real names*

*Zoom allows users to choose the name you enter under. By default, it often has the phone's brand name in the name section. We would ask you to please change the name to your own name or child's name before entering the meeting. Anyone who chooses an inappropriate name or, changes their name during the meeting to something inappropriate, will be removed from the Zoom call.*

### *3. Dress appropriately*

*Regular clothes. No PJs please!*

### *4. Be aware of your surroundings*

*Where possible pick a room that is NOT your bedroom or has a lot of activity/background noise, although we understand that in a busy house that this may not be possible. Your teacher will generally have participants muted and will unmute you individually or collectively as needs be. We ask that you do not attempt to unmute yourself without permission. This will help to ensure that everyone can hear what they need to hear!*

*There should be some level of supervision while children are on a virtual call. Parents do not need to sit with their children but should be within earshot at least some of the time.*

### *5. Be respectful*

*Teachers and pupils are real people who are affected by the words you say and write. Please remember that we consider this to be a classroom and that normal classroom behaviour is encouraged.*

### *6. Be patient and understanding*

*A lot of people, including your teacher, might have connection issues etc that can interfere with the 'flow' of the call and that this can be frustrating. So please be patient!!*