

Waverley Abbey 'Live meeting' class rules

- Sign in with your first name only (if two children share the same first name in a class, then you may add the first letter of your surname)
- An adult must be aware that the Zoom registration or lesson is taking place (we ask that your parents are not seen on screen though)
- Make sure there are no distractions for you or others in view e.g. siblings, pets, flashing toys
- Mute your microphone before joining the meeting and keep it muted unless asked to unmute
- Wait until your teacher approves before using the chat facility
- When the chat facility is on, please keep all conversations learning related and kind
- Be respectful to other children
- Keep to the school rules
- Ensure you are dressed in appropriate clothing – no pyjamas
- Ensure you are in an appropriate room in your house (e.g. somewhere you can concentrate, ideally not your bedroom)
- Ensure the background of where you are positioned is appropriate - download one of the plain Zoom default backgrounds if necessary
- Do not record the session
- By joining a Zoom meeting organised by Waverley Abbey, you agree to follow the rules stated above. If any of these rules are broken, it may result in you being put in the waiting room or removed from the meeting by the host teacher or safeguarding team and your family being called