



Our ACE guide to learning on Zoom

We look forward to seeing you join all our Zoom sessions in the coming weeks! We want these sessions to be fun and informative for you and to support all of your learning. We want everyone to have the best chance to get as much out of them as possible. To help, we've come up with some guidance on what we expect from you, and what you can expect from us.

Notes to children:

- If there are no technical issues, we will start sessions on time, so please be prompt arriving.
- The Zoom sessions are there to introduce and talk about your learning for the day, which will be on the school website for you to access, and to celebrate and give feedback on the learning you have completed and sent in to the class email addresses during the day.
- There will always be two members of staff in each session.
- A visual register will be taken during each session - to assist this process, make sure your surname is displayed, rather than email addresses or your parents' names/surnames.
- We want these sessions to be like being in school, so please be fully dressed and sitting at a table if possible— a quiet place if you have one.
- You should have a pencil/pen and paper ready during sessions
- If you have no video access, please make sure your profile picture is something appropriate that will not distract or offend others.
- You will be muted during the session. If you want to say something, raise your hand (virtually).
- Just like the classroom, if you need to leave for any reason, please ask permission from the teacher leading the session.
- We expect sensible behaviour during sessions. If you behave inappropriately, you may be asked to leave the session. If this is the case, the teacher will call parents afterwards to discuss expectations.

Notes to parents;

- We do not allow recording of our Zoom sessions. I know you may find it useful to be able to go back and review things that have been said; however, due to safeguarding and data protection considerations, this is not acceptable.
- If you require clarification on anything, please submit questions via the class email address.
- If parents have any concerns or issues you wish to raise, please do so outside of the meeting by email through info@ashford-primary.surrey.sch.uk

*If you have any questions about this guidance, please don't hesitate to email us. **Please be aware we will be continually reviewing this guidance and our remote learning offer in the coming weeks.***