



Dear Parents,

The Senior School team is very excited to be introducing the Zoom conferencing platform into 7 - 12 Blended Learning Online. This will allow our students and teachers more opportunities to differentiate the learning they are already experiencing, and will also support the class community as learning occurs outside the school buildings and grounds. You will appreciate the issues caused by rolling out technology without careful consideration towards the impacts on child safety or a thorough knowledge of the controls that exist and the limitations of the software they are using. To keep your children safe while using Zoom, a waiting room is automatically enforced for all sessions and teachers are carefully checking the participants who have requested to join sessions to ensure that only the correct students are allowed to enter the meeting. Access to Zoom meetings is hosted within Canvas which limits who has access to join sessions.

There are multiple ways for learning to be enriched through the use of Zoom, ranging from small group lessons to whole class experiences. The teachers will determine which mode best suits the learning for their class and will plan accordingly with your children. Please note that this is one element of the online learning. Teachers will be able to regulate how often Zoom sessions will be held, for both whole class and small group, within the weekly schedule. To ensure greatest success with Zoom, please note the following guidelines:

- Teachers only will initiate the Zoom sessions.
- Teachers will send out invitations to the students who are to be included in the sessions or include the link to the sessions in the daily Canvas announcements.
- Please remind your child/ren to:
 - Act appropriately as they do at school
 - Follow the expectations of the teacher running the lesson
 - Wear neat, comfortable clothes
 - Sit in a quiet space, away from distractions (preferably not in their bedroom)
 - Let family members know that a live conference involving webcam is about to occur
 - Be mindful of the background, make sure everything that is in view is appropriate
 - Not invite anyone else in the house to become a part of a zoom conference.
 - Have all equipment ready
 - Make sure they are on time
 - Always be polite and respectful of others
 - Raise your hand if you would like to ask a question or contribute
 - Not eat or drink during the meeting
 - Not share the Zoom Meeting ID or link with anyone
- For those students who do not follow these expectations, they will be removed from the zoom meeting and parents will be notified.
- Zoom sessions may be recorded on occasion for educational purposes.

We have high expectations for our students as we move into this next stage on Blended Learning Online. There will be opportunities for you to provide feedback as we move forward with this process. Thank you for your help and support.

Kind regards,

Mr David Butler

Deputy Principal & Head of Senior School - Learning

