

## NEWLYN SCHOOL

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Headteacher : Mrs I Stephens

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Website: <http://www.newlynschool.co.uk>



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At Newlyn School we would like to keep up to date with you and your children. To do this we are using a platform called Zoom for our video-calling.

When we make our video call, we will always send you an email first with the video link and the time. We will never email your child asking them to join a call without you knowing, and we will never ask to 'video meet' with you or your child outside the normal school day.

To use the video link in our email just click on it. The browser window will open and the first time you use it, it will ask you to download the software. If you use a Zoom account for another reason, please make sure you log out of that account before your child uses it. This will make sure any settings that you have made in your account do not over-ride any that we have put in place to safeguard your child.

### Guidance for using Zoom on class calls

1. Please make sure the computer is in a suitable place, not in a bedroom or bathroom (for example), and make sure the background is clear (preferably just showing a wall if possible).
2. The teacher will set all microphones to MUTE initially, to avoid disruption whilst children are joining the call.
3. Please ensure children are suitably dressed for the call.
4. Try to avoid unnecessary noise or distraction whilst the call is taking place/
5. Children will have the opportunity to interact during the course of the call when the teacher allows.

For your child's safety we may record our call with you. The recordings are kept on our school servers and no-one is permitted to view them without good reason and with permission from the headteacher.

Zoom has greatly improved security features that will limit problems with the following issues that you may have heard about, such as:

Zoom-bombing, risk of phishing, inappropriate content, data protection, privacy controls and security.

### To protect you and your child further, please:

- Make sure the joining email is from our school email address, this will prevent any impact from phishing emails where people try to get you to click on a fraudulent email.
- We aim to make sure that there are two adults on the video call and we would welcome parents to be alongside when our call takes place.
- There should be no inappropriate content on any of our video calls. Please contact the school if you are concerned about any of the content of the video call.

Zoom calls are a wonderful way for the children and teachers to stay in contact with each other, to talk about their learning and socialise (remotely) with their friends.

If you would like any further information, please getting in touch by emailing:

[secretary@newlyn.cornwall.sch.uk](mailto:secretary@newlyn.cornwall.sch.uk)

Best regards

E Holden