



Zoom Video Calling

At Virginia Primary we would like to keep up to date with you and your children even if it is not possible for us to meet as usual at school.

To do this we are using a product called Zoom for our video-calling. We have an official school Zoom account for this, so you do not need to buy anything or create your own account.

When we make our video call, we will always contact you first with the video link ID, password and the timing of the call. We will never contact or ask your child to join a call without you knowing, and we will never ask to 'video meet' with your child outside our school hours which are currently 8:55-15:30, Monday to Friday.

To use the video link, type in www.zoom.us into your internet address bar. Press the blue 'join a meeting' tab in the right hand corner of the web page. The browser window will open and ask you for the meeting ID. Press Join and it will ask you for the password. You may enter a waiting room where the teacher will let you in once everybody is ready.

We have additional support guides available to download on our website.

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 override any that we have put in place to safeguard your child.

When we make the video call please make sure the computer is in a suitable place, not in a bedroom or bathroom for example and that the background is clear, for example showing just the wall, where nothing personal or inappropriate can be seen or heard in the background.

For your child's safety we may record our call with you. The recordings are kept on our school servers for 3 months and no-one is permitted to view them without good reason and then only with permission from the headteacher.

You may have read a lot about problems with video calling software. Zoom has improved its security settings recently. Our school account has settings that will enable security and the safety of all involved.

To protect you and your child further, please:

- Do not create or use an existing Zoom account for them, this will make sure that your child cannot change any of our settings.
- Only a member of VPS staff will talk to you to give you the timing, meeting ID and password.
- We would like parents to be nearby 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.

If you would like any further information, please get in touch.

Thank you