



The Mall School

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Dear Parents,

I hope you and your family are well and you are all staying fit and healthy.

At the start of the Easter holiday we contacted all pupils via the Zoom video conference software. I hope this was an enjoyable experience for your son – I know the teachers enjoyed catching up with the boys and finding out about what they had been doing. Hopefully you are now confident about being able to access this software.

We intend to use the Zoom conferencing facility daily during the summer term (while the school is closed) for class (Reception to Year 3) and form tutors (Year 4 to 8) to check in with the boys. This will be like the daily form time the boys would normally have. During this time, the teacher will be able to address any problems the boys may have and give boys an opportunity to talk about what they have been doing.

The school has drafted a set of protocols for the use of Zoom as follows:

- When a teacher schedules a meeting, he or she will forward an invitation (this will contain a meeting ID code and a password) from the school email address.
- Boys and parents must not share the Zoom meeting ID codes or passwords.
- When boys log in to the zoom meeting, they will go directly to the waiting room.
- While boys are in the waiting room the teacher (host) will disable the chat function.
- The teacher (host) will open the meeting at the start time stated on the invitation.
- When all boys are in the meeting the teacher (host) will lock the meeting so no-one else will be able to enter.
- Meetings will not be recorded. Boys must not take photographs, screenshots or otherwise record meetings.
- The teacher (host) will mute all participants when giving any instructions.
- The teacher (host) will control the screen and screen sharing tools.
- Boys will need to raise their hands (virtually) while they are on mute, this will show the host when they want to speak. *(In the participant controls, click the Participants button and a screen will appear on the right-hand side of the screen. Select Raise Hand and a blue hand will appear next to your name and this will show on the host's screen).*
- Boys should change their names so only their first names appear – this can be done in the settings to appear with just first name every time they log in. Alternatively, they can do it each

time they enter the conference. *(When in the meeting, move the mouse over your picture, click on the three dots and then click on Rename. A box will appear for boys to type in their first name then press enter).*

- In the event of a boy misbehaving then the teacher (host) will be able to: (i) pause the meeting and have a private word with a pupil; (ii) disable his video feed; or (iii) remove him from the meeting.
- If you are having issues with the connection while logged in to the meeting, boys can turn the camera off, this should free-up some bandwidth and allow the boys to continue to listen to the information without any delay or glitches. *(In the participant controls, click the Stop Video button, this will disable the video but maintain audio).*
- If boys lose connection during the meeting then they should try to re-connect using the same meeting ID and password, this will place you back in the waiting room and then the host will be able to accept you in to the meeting.
- If the boys lose connection completely, then do not worry, just try to be available the following day for the next meeting. Log on to Office 365 and find any assigned work.
- If parents or boys wish to contact teachers they should email or use the Chat function in Office 365. We ask that you do not contact staff by Zoom.

We would be grateful if you would discuss these arrangements with your son. If you have any questions about this service then please do not hesitate to contact me.

Kind regards,

Martyn Miller

Assistant Head (Pastoral)