

3rd June 2020

Re: Zoom Webinar Lessons

Dear Parent,

From **Monday 15th June**, subject to successful trials next week, the home learning provision will be enhanced through virtual lessons via **Zoom Webinar**.

'Zoom Webinar' is a type of videoconferencing which involves live streaming and/or pre-recorded lessons. This should not be confused with 'Zoom Meeting' which does not meet the National Cyber Security Centre's data protection and safeguarding guidance.

The Zoom Webinar facility allows the following to ensure compliance with the guidance:

- Under Zoom's terms and conditions, by virtue of their age, children are not allowed a Zoom account. In order to access the Zoom Webinar lessons, pupils will 'join' a lesson through an account set up by the Academy.
- The links to the Zoom Webinar lessons will be accessed through the online timetable via the Academy website.
- Pupils must use their own name, forename and surname, when 'joining' the lesson. If they do not use their correct name, they will not be permitted to join.
- Staff will be delivering the lessons whilst on the Academy site.
- The lessons will only occur during timetabled hours.
- All lessons will be recorded.
- The 'video' function will be turned off. The teacher will not be able to see images of the pupils and the pupils will not be able to see images of each other.
- The 'chat' function will be turned off, however, the teacher can 'unmute' a pupil if they wish to ask a question.
- The 'Q&A' function (written questions from pupils) will be turned on, but only the teacher can see the questions.
- The teacher can 'remove' a pupil from the lesson at any point.

The lessons will typically take the following format:

- Linked directly to resources on the Google Drive.
- A maximum time of 45 minutes.
- Based around a visual presentation e.g. powerpoint.
- Teacher engagement with the pupils via audio 'chat'.
- Periodic opportunities for questions and answers via the Q&A facility.

You will receive further information in the forthcoming days. However, if you have any questions at this stage, please e-mail zoomwebinar@eastwood.southend.sch.uk

Yours sincerely,



Mr. N. Houchen
Principal