**Guide to Zoom Sessions**

Dear Parents/Carers,

While your child is away from our setting, we would welcome the opportunity to stay in touch. We would like to schedule Zoom sessions twice a week where staff can have a catch up with your child, read a story, run an activity etc.

To use Zoom you need to download the Zoom app on your preferred device. The Zoom sessions will last approximately 10 minutes and a meeting invitation and password will be emailed to you in advance.

The following guidelines must be adhered to by all parties before beginning the Zoom sessions:

The Kindergarten will:

* Ensure all Zoom meetings are password protected
* Always try and have a teacher from your child’s class to lead the Zoom session
* Not discuss any personal details observed during the session
* Only hold sessions with one family at a time – in the case of a whole class having to isolate, a waiting room will be used and each child will have their own time slot for joining.
* Raise any safeguarding concerns in accordance with the Kindergarten Safeguarding Policy

Parents/Carers:

* By clicking on the Zoom link and joining the session you give parental permission for the session to take place
* Please do not share the Zoom link and password with anyone
* Make sure all members of the household are appropriately dressed for the session – where possible, just the Kindergarten child and responsible adult should be visible.
* Do not leave your child unattended at any point throughout the session
* No not take photographs, screenshots or recordings during the session

If you have any questions/concerns regarding the use of Zoom, please don’t hesitate to contact me.

If you prefer for your child not to take part in the sessions, alternative arrangements for telephone catch ups can be made.

Kind regards,

Maxine Hawes

Kindergarten Head