

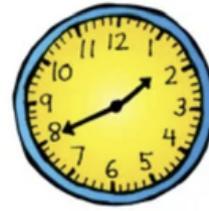


ZOOM USAGE & REGULATIONS: YEARS 1 TO 4



JOINING LESSON

- Use your school email to join.
- Wait quietly in the Waiting Room.
- Use your real name.



BE PREPARED

- Be on time.
- Sit in a quiet place.
- Have the books and material ready.



CAMERA & AUDIO

- Keep your camera ON.
- Keep your microphone OFF (muted).
- Raise your hand if you want to speak.



LISTEN CAREFULLY

- Use chat only when teacher asks you to use it for the lesson.
- Do not chat with your classmates.
- No eating during class.



BE RESPECTFUL

- Do not interrupt others.
- Use polite words.
- Stay focused on the lesson.



BE READY TO LEARN

- Act like you are in school.
- An Adult needs to be present.
- Wear the school uniform.



ONLINE SAFETY

- Do not share your screen unless your teacher allows.
- Only students should join the lesson.
- No games or other apps during class.



REMEMBER

- Your teacher will give a reminder if needed.
- Continued disruption may mean leaving the lesson.
- Parents may be informed.

Let's make online learning safe, happy, and fun for everyone!



ZOOM USAGE & REGULATIONS: YEARS 5 & 6



To ensure a productive, safe, and disciplined digital learning environment, the following regulations are mandatory for all Years 5 and 6 online sessions. While we grant senior students (Year 11 and A-Levels) greater autonomy, these stricter protocols are in place for Years 5 -10 to meet our safeguarding obligations and maintain academic focus.

STUDENT ADMISSION & APPEARANCE

Uniform Policy: All students must wear the official school uniform shirt or blouse while attending online lessons.

Identity Verification: Access is strictly limited to students using their official school email ID.

Naming Convention: Students must use their full legal names. Nicknames are strictly prohibited; students using aliases will not be admitted.

Profile Pic: To maintain a professional classroom environment, your Zoom profile picture must be one of the following:

- A clear headshot of yourself wearing the school uniform (shirt/blouse).
- The default 'Initial' icon that Zoom provides automatically.

VIRTUAL CLASSROOM MANAGEMENT

The Waiting Room: Teachers will use the Waiting Room feature to vet all participants before entry and to manage latecomers.

Audio Controls: All students will be Muted on Entry. To minimize interruptions, students must remain muted throughout the lesson. Teachers will manually unmute individual students only when they are called upon to participate.

Camera Policy: Cameras must remain ON at all times to monitor engagement.

Protocol: If a student's camera is off, the teacher will provide one reminder. If the camera remains off, the student will be removed from the lesson immediately.

No Breakout Rooms: Due to the specific management needs of these year groups, Breakout Rooms are prohibited for Years 5 and 6.

DISCIPLINE & TECHNICAL SAFEGUARDS

Screen Sharing: Restricting screen sharing to the Host/Co-host is mandatory. Students are not permitted to share their screens under any circumstances.

DISRUPTION PROTOCOL:

Private Warning: For minor disruptions, teachers will send a private chat message to the student before addressing the behavior publicly.

Hold/Removal: Teachers may use the "Attendee On-Hold" feature to temporarily suspend a student's access or remove them entirely if the disruption persists.

Parental Involvement: In cases of recurring behavioral issues or technical non-compliance, teachers will formally engage parents via email or scheduled meetings.

Students are reminded to be respectful in lessons and maintain high standards of behaviour during remote lessons.



ZOOM USAGE & REGULATIONS: YEARS 7 & 8



To ensure a productive, safe, and disciplined digital learning environment, the following regulations are mandatory for all Years 7 and 8 online sessions. While we grant senior students (Year 11 and A-Levels) greater autonomy, these stricter protocols are in place for Years 7, 8, 9 and 10 to meet our safeguarding obligations and maintain academic focus.

STUDENT ADMISSION & APPEARANCE

Uniform Policy: All students must wear the official school uniform shirt or blouse while attending online lessons.

Identity Verification: Access is strictly limited to students using their official school email ID.

Naming Convention: Students must use their full legal names. Nicknames are strictly prohibited; students using aliases will not be admitted.

Profile Pic: To maintain a professional classroom environment, your Zoom profile picture must be one of the following:

- A clear headshot of yourself wearing the school uniform (shirt/blouse).
- The default 'Initial' icon that Zoom provides automatically.

VIRTUAL CLASSROOM MANAGEMENT

The Waiting Room: Teachers will use the Waiting Room feature to vet all participants before entry and to manage latecomers.

Audio Controls: All students will be Muted on Entry. To minimize interruptions, students must remain muted throughout the lesson. Teachers will manually unmute individual students only when they are called upon to participate.

Camera Policy: Cameras must remain ON at all times to monitor engagement.

Protocol: If a student's camera is off, the teacher will provide one reminder. If the camera remains off, the student will be removed from the lesson immediately.

No Breakout Rooms: Due to the specific management needs of these year groups, Breakout Rooms are prohibited for Years 7 and 8.

DISCIPLINE & TECHNICAL SAFEGUARDS

Screen Sharing: Restricting screen sharing to the Host/Co-host is mandatory. Students are not permitted to share their screens under any circumstances.

DISRUPTION PROTOCOL:

Private Warning: For minor disruptions, teachers will send a private chat message to the student before addressing the behavior publicly.

Hold/Removal: Teachers may use the "Attendee On-Hold" feature to temporarily suspend a student's access or remove them entirely if the disruption persists.

Parental Involvement: In cases of recurring behavioral issues or technical non-compliance, teachers will formally engage parents via email or scheduled meetings.

Students are reminded to be respectful in lessons and maintain high standards of behaviour during remote lessons.



ZOOM USAGE & REGULATIONS: YEARS 9 & 10



To ensure a productive, safe, and disciplined digital learning environment, the following regulations are mandatory for all Years 9 and 10 online sessions. While we grant senior students (Year 11 and A-Levels) greater autonomy, these stricter protocols are in place for Years 9 and 10 to meet our safeguarding obligations and maintain academic focus.

STUDENT ADMISSION & APPEARANCE

Uniform Policy: All students must wear the official school uniform shirt or blouse while attending online lessons.

Identity Verification: Access is strictly limited to students using their official school email ID.

Naming Convention: Students must use their full legal names. Nicknames are strictly prohibited; students using aliases will not be admitted.

Profile Pic: To maintain a professional classroom environment, your Zoom profile picture must be one of the following:

- A clear headshot of yourself wearing the school uniform (shirt/blouse).
- The default 'Initial' icon that Zoom provides automatically.

VIRTUAL CLASSROOM MANAGEMENT

The Waiting Room: Teachers will use the Waiting Room feature to vet all participants before entry and to manage latecomers.

Audio Controls: All students will be Muted on Entry. To minimize interruptions, students must remain muted throughout the lesson. Teachers will manually unmute individual students only when they are called upon to participate.

Camera Policy: Cameras must remain ON at all times to monitor engagement.

Protocol: If a student's camera is off, the teacher will provide one reminder. If the camera remains off, the student will be removed from the lesson immediately.

No Breakout Rooms: Due to the specific management needs of these year groups, Breakout Rooms are prohibited for Years 9 and 10.

DISCIPLINE & TECHNICAL SAFEGUARDS

Screen Sharing: Restricting screen sharing to the Host/Co-host is mandatory. Students are not permitted to share their screens under any circumstances.

DISRUPTION PROTOCOL:

Private Warning: For minor disruptions, teachers will send a private chat message to the student before addressing the behavior publicly.

Hold/Removal: Teachers may use the "Attendee On-Hold" feature to temporarily suspend a student's access or remove them entirely if the disruption persists.

Parental Involvement: In cases of recurring behavioral issues or technical non-compliance, teachers will formally engage parents via email or scheduled meetings.

Students are reminded to be respectful in lessons and maintain high standards of behaviour during remote lessons.