

Guidance for Online Sessions

Sessions of online tutoring will be carried out using **Zoom** and a link will be sent to the parents prior to the session.

So that all sessions go smoothly and to ensure safeguarding of our pupils is secure, all participants are asked to follow the guidelines below:

- Ensure they have the correct equipment, as requested for that session, ready and within easy reach. (All pupils will need pencils/pens, paper or a whiteboard and rubber.)
- Ensure they are on time for each session; other sessions may follow so the session need to start and end on the agreed times.
- Ensure that the Zoom session takes place in an environment that is safe, quiet and free from distractions (preferably not a bedroom).
- Please do not add any online backgrounds to the screen, as these can be very distracting.
- Do not record, photograph or take screenshots of any of the session.
- Treat all participants with respect.

It is helpful if an adult can be easily reached during the session, particularly with younger children, in case any technical issues arise.

We have found that the use of a laptop or desktop computer is preferable to a tablet, as when sharing screens text etc. can become too small. Please let us know what device your child will be using for the session, ideally this would be the parent's device not the child's.

Thank you for your support in making the Zoom sessions a success.