



Dear parent/carer,

Your child is being offered small group or 1:1 zoom sessions. Before these sessions can begin, please read the information below and confirm in writing that you will agree to the parental protocol.

Before the session

- The sessions will be at the same time each week.
- A link for the session will be emailed to you.
- The adult running the session will let you know what the focus of the session will be, how long it will be and if your child will need any equipment for the session.
- There will always be two members of staff in the session for safeguarding purposes. One will run the session, the other is an observer and will not take part in the session.
- No images or video is allowed to be recorded.

During the session

- Please ensure that you and your child are wearing appropriate clothing and that the device is in an appropriate room.
- Please make sure your child is signed in with their name on the screen.
- You need to stay in the room with your child and show yourself to the adult at the beginning of the session and at the end of the session.
- Your child's behaviour must be ready, respectful and safe otherwise the adult may end the session.
- If your child is taking part in a small group session, there will be other children in the session. Any information relating to the other children must remain confidential.
- If you have any concerns about anything during the sessions, you must inform the school immediately.
- The camera should be on for the whole session.
- Language used must be appropriate and that includes any family members in the background

If you have any questions about the sessions, please contact simone.dejuan@priorweston.islington.sch.uk or call the school office.

Please reply in writing (via email) to confirm that you have read this document and you agree to follow the protocol.