

# BRONTË HOUSE SCHOOL

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8th January 2021

Dear Parents

I do hope that the first few days of remote learning have gone well and that the children are enjoying the addition of the Zoom lessons.

After three days of working in this way, we would ask for your help with the below, to ensure that the lessons run smoothly and that we are complying with our safeguarding protocols:

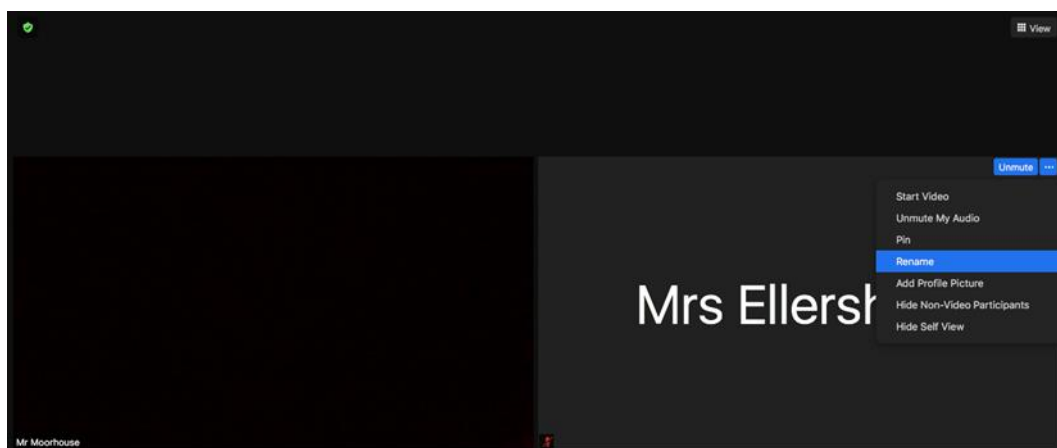
## **1) Change of Zoom Name**

Children that are logging into Zoom on an adult's device often have a different name and some simply state 'iPad' or 'User'. In order for staff to allow access to the meeting only to their pupils, we need a better understanding of who is in the 'waiting room'. We would prefer Zoom names to be the child's first name and the initial of their surname; however, we understand that the device may be shared so parents may prefer to use their surname instead.

Please find instructions below for how to make this change when in the Zoom meeting:

### **To rename yourself on a computer:**

- Hover your mouse over the thumbnail of you
- Click on the three dots
- Click on rename
- Ensure your name is your first name and the first initial of your surname, e.g. John B

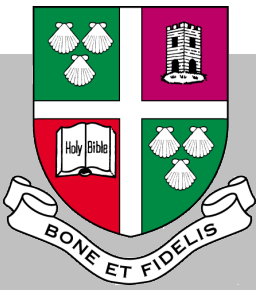


Apperley Bridge, West Yorkshire, BD10 0PQ  
Tel: 0113 2502 811 enquiries@brontehouse.co.uk

*I am Grovian.*



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Registered Office: Methodist Church House, 25 Marylebone Road, London, NW15JR.  
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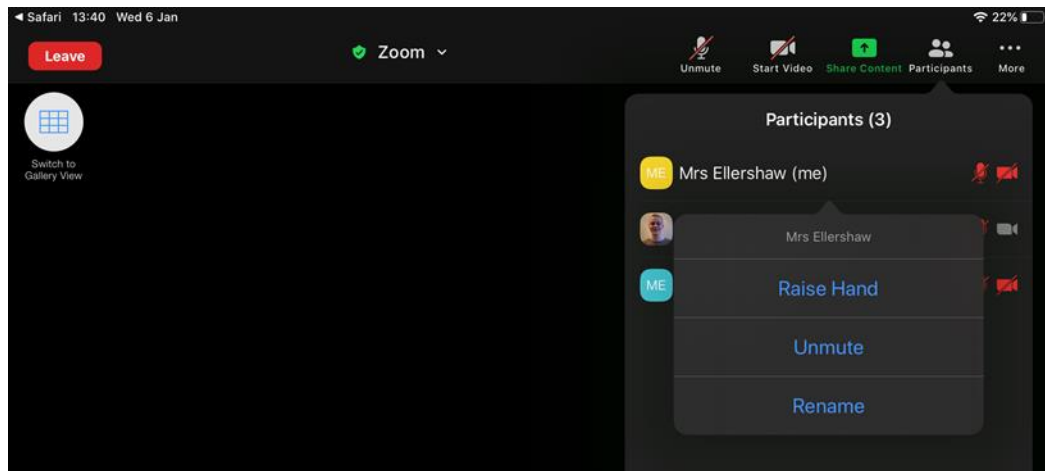


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## To rename yourself on an iPad:

- Click on participants
- Click on your name
- Click on rename
- Ensure your name is your first name and the first initial of your surname, e.g. John B



## 2) Timing

We requested that the children be ready and in the Zoom waiting room at 9:20 and 11:20am each morning so that parents are able to correct any technical glitches at home, in good time, before the start of the lesson.

Lessons begin promptly at 9:30am and 11:30am and, once teaching begins, and staff share their screen with the children, this removes the 'waiting room' from view and it is difficult to pause the lesson to check for late arrivals. Please ensure children arrive in good time to gain access the Zoom lesson.

## 3) Protocol for Unexpected Termination of a Zoom Call

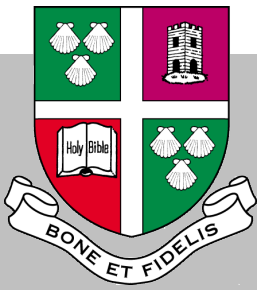
We have experienced a few glitches in wifi in the last few days. This has affected a number of staff, particularly in maths lessons. The IT Department have been working hard to identify the issue and we are hoping that this has now been rectified. This has resulted in some teachers temporarily losing connection and being removed from the Zoom call. In this instance, children should leave the Zoom meeting and await further instruction on Seesaw. Staff are able to send messages quickly on Seesaw using another device whilst any technical issues are investigated. This will be discussed with the children next week so that they are also aware of the protocol.

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#### **4) Background Noise and Activity**

It is easy to forget that Zoom meetings are taking place. Please be aware that conversations, background noise and activity is being shared with significant numbers of children. To safeguard our staff, it is important that children are not Zooming in complete isolation from other members of the household; however, kitchens and other busy rooms in the house may not be the best location.

#### **5) Social Media**

Please do not post photographs of children and staff in Zoom meetings on social media, including Facebook and WhatsApp; we do not have permission from either staff or children to share such images and would ask that any such photographs are removed.

Booking requests for Critical Worker and Vulnerable care, for the period up to and including Friday 15<sup>th</sup> January, are now closed. If you would like to request a place for the period Monday 18<sup>th</sup> – Friday 29<sup>th</sup> January and your child is not currently in school, please contact Mrs Bedford by Wednesday next week, detailing the reason for the on-site provision.

Critical Workers and those with Vulnerable children, who are currently in school, will be asked to complete a further survey next week to confirm their place for the aforementioned two week period.

Once we have undertaken a few more weeks of remote learning, we will be asking for your feedback in order that we are able to continue to review and improve our provision in the best interests of the children.

Please do not hesitate to contact either Year Group staff or myself with any concerns, or if you require assistance. There is no doubt that remote learning is very tough on parents, particularly those trying to work at the same time, and we are here to do everything that we can to support our families.

With very best wishes,

Sarah Chatterton  
Head, Brontë House

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