

# Zoom Rules



TLS Tutoring Solutions  
Dream, Believe, Achieve

Zoom is a *great* platform for being able to learn online and the expectations of the sessions remain the same as face to face sessions. However, due to the nature of zoom being at distance and within your own home, to ensure that safeguarding is maintained, please ensure that you follow the rules below to keep everyone safe and ready to learn within the sessions.

Thank you.

- ✓ Zoom invitations will be emailed to parents in advance of the online learning session.
- ✓ Participants must log onto zoom sessions ready for the start time. Sessions will terminate after 30 minutes of teaching and 40 minutes from the start time.
- ✓ Participants must be appropriately dressed for sessions, no pyjamas/dressing gowns.
- ✓ Where possible, sessions should not take place in the participant's bedroom, where this is unavoidable due to device use, participants should ensure that their bedroom door remains open and there is an adult who can hear what is happening within the session.
- ✓ Participants must ensure that their video is on and remains on at all times throughout the session.
- ✓ Participants must bring with them anything that is requested at the start of each session. This will always include a means of recording their work.
- ✓ Participants must complete all parts of the session. Rewards will be given throughout to encourage participation.
- ✓ An adult must remain available throughout the session to support the participant where necessary with technical/academic difficulties.
- ✓ All sessions will be recorded and procedures will be followed in line with the Tutor School's general practice.
- ✓ All work completed within the session must be sent to the Tutor after the session for review and feedback. This can be through ClassDojo Portfolio (easiest) or email.

Where the rules are not sustained during the session, sessions will be terminated to maintain the safeguarding responsibilities of the Tutor School and these sessions will remain payable at the normal rate.