

Dear Parents,

The English teachers are constantly thinking of new ideas to ensure continuous learning for our students. Starting next week, we are excited to announce the use of Zoom. Zoom is a platform that will allow students to have video conference sessions with their English teachers and classmates. During these sessions, students are free to share experiences, storybooks, ask questions or simply chat with each other while being safe indoors. Please read the whole notice for a complete understanding of how this new arrangement will work.

Each class will be divided into small groups to allow equal time and opportunity for all students to participate. Each group will be provided a time and day for the video session. These video sessions will use the Zoom platform and require a special Meeting ID and password in order to gain access.

Starting from this week, parents will be given a Zoom schedule every Friday, along the Meeting ID and password. This will allow parents time to make appropriate arrangements and teachers to organise their classes without overlaps. The video sessions will be 15 minutes long to start with and may increase when both teachers and students are comfortable with Zoom. All video sessions will be recorded for the safety of the students and teachers.

Please download the **Zoom Cloud Meeting** on your phone, tablet or computer. Parents can also go to the link <https://zoom.us/join> to join the video conference. Please ensure you are logged in for the video session prior to the start time, as late comers will only be accepted into the video chat at the teacher's discretion.

While we expect parents or guardians to be present during these video sessions, we would like to see and hear exclusively from your child.

The English teachers look forward to seeing and chatting with all their students!

Sincerely,

Kindergarten English Department

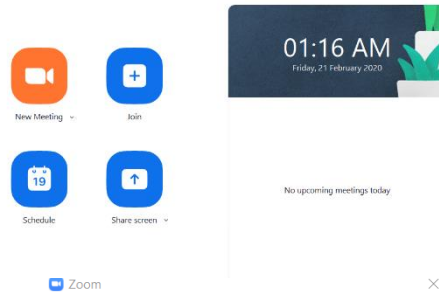
Go to website: <https://zoom.us/>

Login Instructions

1. Download Zoom



2. Select join



3. Enter ID and enter child's **English** name
(click join after completion)

Join Meeting

Enter meeting ID or personal link name

Mr Ian

Do not connect to audio

Turn off my video

4. Enter password

Enter meeting password

5. Click "Join with Video"

Always show video preview dialog when joining a video meeting

6. Click "Join with Computer Audio"

Choose ONE of the audio conference options

Phone Call

Computer Audio

Test Speaker and Microphone

Automatically join audio by computer when joining a meeting

Kind reminders:

1. **Location** - Please make sure your child is in an open area where an adult can monitor the session. If the computer is in a separate room, please make sure the door is always open.
2. **Background** - Please ensure the background behind the student is clear from any items that may be private or provoke sensitive issues.
3. **Dress appropriately** - if possible, please wear the school uniform. Students should always be properly dressed and not in their pyjamas.
4. **Language** - Students will be able to communicate and see their classmates. Please ensure students are using appropriate verbal and body language during the chat. All conversation must be carried out in English.
5. **Audience** - Although an adult must be present for the student to join the chat. This chat is strictly for students and adults should not be on the screen at any time.
6. **Technology** - As the Zoom platform is new to everyone. Should there be any technical difficulties, please be patient and we will try our best to solve any issues that may arise within due course.