



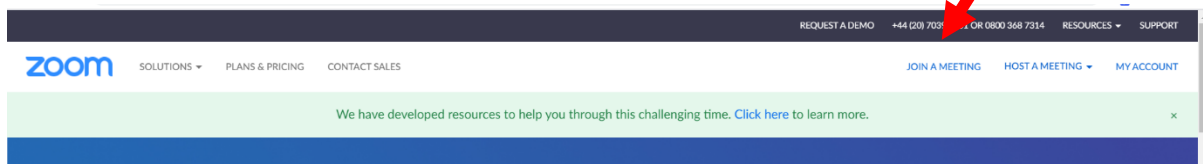
26th January 2021

Dear Parent/Carer,

At The Carlton Junior Academy, we would like to start delivering live lessons for your children. To do this we are using a platform called Zoom. Zoom is just a temporary arrangement until the Trust have set up MS Teams. We will be using our school Educational Zoom accounts for this, so you do not need to buy anything or create an account. Before your child is able to take part in these live lessons, you must read and agree to the attached Acceptable Use Policy as it will help to protect you and your child. Your child will not be admitted to the live lessons until you have sent a message to your child's class teacher (via Class Dojo) to state that you have read and agreed to the terms outlined in the Acceptable Use Policy.

We will always send you a Meeting ID and Passcode on Class Dojo with the date and the time of the live lesson. We will never contact your child asking them to join a live lesson without you knowing, and we will never ask you to do this outside our school hours. To use the Meeting ID and Passcode for the live lesson you need to go on to Google, type in Zoom and open the page below.

Then click join a meeting.



Type in the Meeting ID. In the box below enter your child's first name and initial of their surname. This will allow the teacher to recognise your child so they can then let them into the live lesson.

Join Meeting

XXXXXXXXXXXXX

John B

Remember my name for future meetings

Do not connect to audio

Turn off my video

This will now appear and you enter the meeting passcode.

Enter meeting passcode

[Join Meeting](#)[Cancel](#)

Hopefully, this information will enable you to join the live lesson. We really look forward to being able to deliver our live lessons.

Yours sincerely,

S Wood

Mrs S Wood
Headteacher