

Dear parents and carers,

I am writing to make you aware of a change to the Academy's protocols regarding students' cameras during live Zoom lessons.

From Monday 1st February we will expect **all students to have their cameras on the first 10 minutes of each live lesson**. The reasons for this are outlined later in this letter.

Of course, we know that a small number of students will have genuine ICT issues that mean they are not able to do this and we would ask that you contact your son or daughter's Head of Year (email below) to confirm the reason for this and when/if you expect to have the problem resolved.

### **Reasons for our updated policy**

#### Safeguarding

- We wanted to come in line with other local schools protocols.
- whilst we employ a number of security options\* to ensure only students eligible to join a lesson are admitted to it there is a need to verify the identity of each learner in the lesson and cameras on for the first 10 minutes allows this and also means our registers are accurate.

#### Behaviour

- Unfortunately, as with many other schools, we have had a small number of incidents of poor behaviour and we believe that having cameras on, alongside our other protocols, will reduce these significantly.

As always, codes and passwords for lessons will be posted on Go4Schools and may also be on students' Edmodo pages.

**\* For your information Westfield asks that teachers use the following Zoom security functions for all live lessons:**

- A waiting room – the teacher can then look at names before admitting each student,
- "Chat" to other students through Zoom will be disabled, students can still 'chat' to their teacher if needed,
- Students will be "muted" upon entry; the teacher will then allow them to "unmute" as needed.

In addition teachers may also ask students to register in advance of their lesson and may use a password to further protect their Zoom lesson.

Please contact the relevant Head of Year using the email address below if technical issues mean that your son or daughter will not be able to use their camera during Zoom lessons. Please contact me if you have any other queries regarding Zoom lessons or remote learning. My email address is [joc@westfield.academy](mailto:joc@westfield.academy).

Yours faithfully,

Jacqui O'Connor

**Associate Headteacher**

Head of Year email addresses for technical issues

Year 7 - Mr H. Lock. [hLo@Westfield.academy](mailto:hLo@Westfield.academy)

Year 8 - Mr K. Andrew. [ksz@westfield.academy](mailto:ksz@westfield.academy)

Year 9 - Ms K Symonds. [ksy@westfield.academy](mailto:ksy@westfield.academy)

Year 10 - Ms K. Keating. [kke@westfield.academy](mailto:kke@westfield.academy)

Year 11 - Mr D Meale. [dme@westfield.academy](mailto:dme@westfield.academy)

Year 12 - Mr C Gilder. [cgi@westfield.academy](mailto:cgi@westfield.academy)

Year 13 – Ms Magee [cma@westfield.academy](mailto:cma@westfield.academy)