



Willow Lane Community Primary School

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Headteacher: Mel MacKinnon

5th July 2021

Dear mums, dads and carers,

RE: Year 6 Performance – afternoon of Thursday 8th July

This performance will be shared live via Zoom. In order for this to be managed safely the following need to happen....

- Email (to clerical@willow.lancs.sch.uk) your email address and who it is for eg Bob's mum, Bob's nana etc. This can also include email addresses of immediate family members eg grandparents.
- This will be turned in to a 'register'.
- An email will be sent to the addresses given giving the log on code and password.
- Change your Zoom name to match eg Bob's mum etc
- Log on to Zoom at 1:00. A member of staff will make a note on our register then you will be asked to mute and turn off your video.
- Other classes will be able to watch using this approach.
- Do not log on last minute. We cannot guarantee that you will be admitted.
- At 1:30, the performance will start.

EXPECTATIONS DURING THE ZOOM

- Turn on the 'Speaker' in the top right corner. This will maximise your view of the screen and other guests will be black rectangles.
- Do not unmute or turn your video on.
- If guests do so and this creates noise etc it leads to them becoming the main screen.
- Do not video the performance.
- Chat and emoji reactions will have been disabled as these cannot be seen by the performers.
- Breaches of the above, will lead to a member of staff exiting you from the live stream.

Thank you for helping to make this work smoothly during these challenging times.

Mr MacKinnon
HEADTEACHER

