



Harmonize Online will run as two weekly sessions, both delivering the same content, on Mondays 4:30pm – 5:30pm and Wednesdays 4:30pm – 5:30pm. It will be run on Zoom, and will adhere to all policies in place at Two Mile Ash including Online Safety, Child Protection (including the up-to-date *Keeping Children Safe in Education* document) and Behaviour policies.

Parents and carers must sign their child up to Harmonize Online by emailing Harmonize@tma.bucks.sch.uk by 5pm on Friday 18th September. The email request must include the **full name and class** of the child. This information will then be checked against our whole school register to confirm the child attends Two Mile Ash School. Their name will then be added to the register for their chosen time-slot, and an email sent with the meeting ID and link. Please be aware that full names are not shared on Zoom, or online in any way. No 1:1 sessions will take place.

All Harmonize Online sessions will be recorded in full to safeguard the teacher – these recordings will be kept in accordance with our GDPR policy and will not be published in any way. They are kept on the school's secure server for six months and then deleted. They will be viewed by the TMA senior leadership team only if necessary, again in accordance with our GDPR policy. No attendees will be able to record the session via Zoom. Screen shots and photographs of the screen during the session **must not be taken**. No permission is given for any part of any session to be documented in any way, and no permission is given for any part of any session to be shared on social media platforms of any kind. Participants will not have the option to record the session from within Zoom.

A parent or carer from the household must be on-site for the duration of each session, and available for communication with the host during that time if necessary. They do not have to remain in the same room but can do so if they wish. The sessions are for the children, any queries must be emailed to Harmonize@tma.bucks.sch.uk rather than discussed with the host during the session.

All participants including the host must wear suitable clothing, as should anyone else in the household.

Children must sign-in to the session on-time, and must type their screen name before entering the Waiting Room. On-screen names must be the first name of the child and surname initial only – anything else will result in the child not being accepted into the session. If your screen name is incorrect upon entering the Waiting Room, please exit, retype correctly and re-enter. Your child's name will be checked against the register, and once confirmed your child will be admitted into the session. On-screen names cannot be changed once the session has begun. Any names not registered will not be admitted, even if they are familiar to the host.

The session will be locked ten minutes after the publicised start time, after which entry will not be permitted. This is for security reasons, and enables the session to be delivered uninterrupted. If your child needs to miss a session, please email Harmonize@tma.bucks.sch.uk, but do bear in mind that regular attendance is important.

Any devices used to access Harmonize Online should be in appropriate communal areas of the home, for example not in bedrooms; and where possible be against a neutral background. Devices should remain in one place for the session, to minimise distractions for both your child and other participants.

The chat function within Zoom will be disabled, but children will be able to speak to each other verbally when unmuted by the teacher. Usual expectations of behaviour will be in place. Language must be appropriate at all times, including any family members in the background. Participants may be muted if background noise causes disruption.

Anyone not adhering to the usual school behaviour policy will be warned, and possibly removed from the session. In addition, anyone not adhering to the above procedures and expectations will be removed from the session.

Please email Harmonize@tma.bucks.sch.uk with any questions.