



Dear Parent/Carer,

Stars Dance Academy is extremely excited to be bringing our Virtual Dance Classes to Mellor Primary School. The session will be delivered via the Zoom Cloud Meetings App and will be a fantastic opportunity for children not only to exercise through learning fun dance routines but also to see some familiar faces from school!

The session will be held on **Wednesday 18<sup>th</sup> June** at 2.15pm. The meeting code will be sent out to you in advance via a school text message.

Please also see below our step by step guide to using Zoom along with the Stars Dance Academy In-Meeting Protocols which we kindly ask you all to follow as best you can.

If you have any questions please don't hesitate to contact me on 07817 597633 or [starsdanceacademy@live.co.uk](mailto:starsdanceacademy@live.co.uk).

Thank you in anticipation and I look forward to seeing you all there.

Sally Berry @ Stars Dance Academy

### **Stars Dance Academy Step By Step Guide to Using Zoom**

1. First of all download the Zoom Cloud Meetings App (it's free- the icon is a blue square with a white camera in it)
2. Then create a log in when prompted.
3. Every session will require a unique Meeting ID and password which will be sent out via a school text.
4. Just before the class starts click Join Meeting and enter the Meeting ID and password. You will then be sent to the 'waiting room' for the meeting.
5. Once the host is ready you will be admitted to the meeting and will have the choice of keeping your camera on to be seen by others or to turn the camera off.

### **Stars Dance Academy In Meeting Protocols**

- Please DO NOT share Meeting IDs and passwords with others- these are for the security of the meeting and are only to be passed on by the meeting host.
- Please enter your child's name as the participant name so you can be easily identified when in the waiting room.
- Please try to be prompt and arrive to the virtual meeting on time so that we can admit all participants swiftly and don't miss out on dance time.
- All participants will be muted at the start of the meeting so we don't encounter lots of background noise. Please don't unmute yourselves unless invited to speak.