Dear Young Person

We hope you have a nice time at our Online Drop-In whilst we are all having to be at home.

We are going to use a video conferencing APP called Zoom, you don’t need to have any previous experience, your group leaders Amber, Austin and Chris will show you how it works and you’ll be able to ask questions. You just need to log-in at the start time. Following the link (and using the password) which will have been emailed to your parent / guardian.

Here are some guidelines to start with around how we will run the session and what is expected from you so that that everyone feels included, supported and able to participate.

**BEFORE JOINING THE SESSION, THINK ABOUT WHERE YOU WILL BE**

* You should join the sessions from a quiet space where you will not be interrupted or distracted (where possible)
* Think about what’s in the background in the camera – is it appropriate for everyone to see?
* Think about who is in the room and who is listening to the session. You might want to be in a room by yourself or if this is not possible, explain to anyone else what is happening.

**DURING THE SESSION**

* You need to listen carefully to your group leader so that everyone can help support the focus of the session, sometimes your own mic will be on and you can be heard and sometimes they will be muted by the leader, depending on activity. Your leader will explain this as you go.
* You need to switch off your video when asked to do so depending on the activities
* Be aware that everyone is trying something new and that some people will be more comfortable working on video than others. Please be patient and supportive at all times.
* Only use Zoom online chat when asked to do so, do not use other chat apps whilst in the session as this will be distracting.
* Be respectful of each other just like in real life, we want everyone to feel included, remember that some people will be more confident than others at certain activities.
* It is very important that everyone respects everyone else’s privacy – this means you are not allowed to speak about anyone else who isn’t in the room. You are not allowed to record or screen shot any part of the session.
* Just like in our face to face sessions, any form of behaviour which makes others feel bad or excluded for whatever reason, will not be tolerated.
* The leader has the right to eject people from the session if their behaviour is unhelpful or disruptive
* We encourage you to help make others feel appreciated and valued as you would like to be, keep things appropriate for the session and have fun
* At the end of the session, there will be time to feed-back on what you think has worked or and enjoyed and what we might improve for next time.
* ATT will be recording each session but this will NOT be shown to anyone publicly or made available online. It is so that we (Action Transport Theatre) have a record of the sessions.

If you have any questions about any of the above please either speak to your session leaders – Amber, Austin and Chris or email [info@actiontransporttheatre.org](mailto:info@actiontransporttheatre.org)