

The purpose of Google Meet calls can include:

- regular face to face contact with as many children as possible in the class
- allowing teachers to share daily learning expectations with the children in their class and provide feedback
- checking in on children's learning and/or wellbeing
- show and share learning with the class and celebrate achievements during the week

Teachers may also use these opportunities to share stories, answer questions, lead very short teaching sessions e.g. phonic sounds, or to explain some tasks in more detail.

**PLEASE NOTE: These sessions are for children, not adults/parents.** When your child is accepted into a video chat by their teacher there are certain guidelines we all must follow.

## Pupils

- All our school rules still apply even though we are meeting on a screen.
- You must stay on mute until you are invited to speak by an adult from the school. If you wish to speak, you should raise your hand.
- You need to wear suitable clothing during the meeting, as if it was a non-uniform day.
- You should find a suitable place for the meeting in a shared part of the house. Not in your bedroom or bathroom.
- Remember to speak respectfully and politely to adults and other children.
- You are expected to attend all teacher scheduled Meets, unless you or your adult lets the teacher know beforehand.
- Make sure you ALWAYS leave the meeting before the teacher.
- If you do not behave correctly, your teacher may turn off your camera or remove you from the meeting. If you are removed from the meeting, your parents will be contacted.
- You are not allowed to record, or screen grab/capture any part of the meeting. **Anyone found to be doing this will be removed from Google Classroom.**

## Teachers

- All Google Meet sessions will be led by the teacher or an LSA.
- Teachers will keep the children in the waiting room until they are ready to begin. We will keep a list of attendees.
- Teachers will ensure that attendees are muted by asking them to do this as they join the meeting or by doing this manually.
- Teachers will ensure an appropriate working environment is visible on camera, wear suitable and appropriate clothing.
- The teacher has the right to remove a pupil from a Google Meet if their behaviour is not in line with the school behaviour expectations. If a child is removed from a meeting, a member of staff will contact the parents to discuss the issue.
- Teachers must be the last person to leave the meeting.
- **At specific times, the teacher will allow the chat function.**

## Parents

- Parents have ultimate responsibility to make sure Pupils not only attend, but follow the correct protocols when online Google Meetings are scheduled with teachers.
- Please help your child set up and access the Google Meet lesson using the link posted into Google Classroom, initially. Going forward the child will hopefully be able to access the meeting themselves. Please use the "How to" guides that have been sent home to support your children access the meetings.
- Please ensure your child has turned on their device and logged onto Google Classroom before the scheduled start time to prevent any delays to the meeting starting.
- Please ensure your child is appropriately dressed for meetings. We would expect pupils to be dressed as though it was a non-uniform day.
- Please ensure other family members are out of camera shot.
- These calls are for the children, please do not interrupt the session. If you have a query or concern, please contact the class teacher using 2Email on Purple Mash.
- Please remind your child of the appropriate way to behave in the meeting - in the same way as if they were in school with the member of staff. If a child is behaving inappropriately, the school may remove them from the meeting.
- Please DO NOT film the session on another device, this is a safeguarding and GDPR issue.