



# Google Meet Ground Rules

Our new platform for face-to-face, live online contact between staff and children is Google Meet, all live sessions are recorded for the Federation's purposes only. This will allow teachers and teaching assistants to communicate more easily with pupils. Please ensure you have replied to this email giving your parent/carers consent before your child joins their first meeting on Monday 18<sup>th</sup> January 2021. 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 learning overviews with children
- checking in on children's learning and/or wellbeing
- show and share learning with the class and celebrate achievements during the week

Teachers / staff may also use these opportunities to share stories, answer questions, lead debates and lead 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/member of staff, there are certain guidelines we all must follow.

## CHILDREN

- | Children should not unmute when the teacher has muted the whole class. You must stay on mute until you are invited to speak.
- | Children should only share screen content agreed and instructed by the teacher.
- | Children must wear suitable clothing on screen.
- | Children should find a quiet environment for the session, for example, in a shared part of the house (not in bedrooms or bathrooms). Backgrounds should not be distracting or should be the Google option – Blurry sky.
- | Children must keep their language and interaction appropriate, as they would in classroom situations.
- | Children are expected to attend all teacher scheduled Meets, unless the teacher has been previously notified.
- | Children should ALWAYS make sure they leave the Meet. Always double check and get in the habit of closing your device when not in use, to prevent the camera from working.
- | Children are prohibited from recording or capturing/screen grabbing content from the video call.

## TEACHERS/SCHOOL STAFF

- | Google Meet sessions will be led by the class teachers, teaching assistants or head teacher. Sessions may be led from their homes. Live sessions will be recorded by the Federation teachers/staff.
- | Staff will not allow attendees to join before them and they will keep a list of attendees. Staff need to send the link rather than an invite so the pupils can't join until the teacher joins and the member of staff has to let everyone in.
- | Staff will ensure that attendees are muted as they join the meeting.
- | Staff will make expectations and meeting conduct clear at the beginning of each meeting, including the school rules.
- | Staff will ensure no-one else is on view from the camera, wear suitable and appropriate clothing.
- | School staff have the right to remove a pupil from a Google Meet if their behaviour is not in line with the school behaviour expectations.
- | Staff will only hold meetings with a manageable number of children and during the school day.

## PARENTS/CARERS

- | Parents have ultimate responsibility to make sure children not only attend, but follow these protocols when online Google Meetings are scheduled by school staff.
- | Please help your child set up and access the Google Meet lesson using the link emailed to their assigned school Gmail account.
- | Please make sure that your child is ready five minutes before the start of the meeting, to ensure you are on time and there are no delays. Please remain in close proximity during the lesson.
- | 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 appropriately dressed, out of camera shot and that they do not contribute to the video call.
- | Please discuss with your child 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 need to suspend their school Google account temporarily.
- | Please do not record the session on another devices this is a safeguarding and GDPR issue.