

# Holy Trinity CofE Primary - Parent/Carer Google Meet Protocol for Live Sessions



At this time, we have chosen to use Google Meet to enable teachers and staff make contact, share information and conduct meetings.

The purpose of Google Meet calls will be:

- to have face to face contact with as many children as possible in the class
- to allow teachers to share learning overviews with children
- to check in to see how learning has been going during the week
- to 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 debates and 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

**Adults/Parents:**

- please help your child set up and access the Google Meet lesson using the link posted into the distance learning google classroom
- please make sure that your child is ready 5 minutes before the advertised start of the meeting, to ensure that you are on time and that you don't delay the meeting and are not locked out
- please ensure your child is appropriately dressed for meetings
- please ensure other family members are out of camera shot and 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** film the session on another devices this is a safeguarding and potentially a GDPR issue

**Teachers:**

- will set a "nickname" in advance for the Google Meet and schedule a post in Google Classroom to go live with the "nickname" 5 mins before the live lesson. This ensure that children cannot join a Google Meet without a teacher present
- will not allow attendees to join before host and they will keep a list of attendees
- will ensure that attendees are muted as they join the meeting
- will make expectations and meeting conduct clear at the beginning of each meeting
- will ensure no one else is on view from the camera
- will record the meeting in line with the school's Safeguarding Policy that can be found on the school website. These recording are stored automatically on the school's Shared Drive
- will not share a screenshot or the recording of the meeting

**Children:**

- do not unmute when the teacher has muted the whole class, you must stay on mute until you are invited to speak
- do not send chat visible to all participants
- only share screen content, if the teacher has agreed; do not annotate over documents that are shared
- you must wear suitable clothing, as should anyone else in your home
- your computer/laptop/tablet/iPad that you are using should be in appropriate areas, for example, not in bedrooms; and the background should be blurred if possible
- your language must be respectful and appropriate, including any family members in the background
- are prohibited from recording or capturing/screen grabbing content from the video call

## Guidance and support for Parents and Carers

- ❑ Please let your children have some privacy. They need to be able to participate without worrying about you overhearing them, so let them set up in a location that gives them some latitude.
- ❑ Plug in and close all other tabs: Video-conferencing uses a lot of machine power. It's a good idea to keep devices plugged into the mains power.
- ❑ Do a practice run: Role-playing is a great way to prepare your child for what's expected in the video - class environment. If you have two devices, you can set yourself up on the platform they'll be using, or just use FaceTime and video-chat as if you're leading the class. Pretend you're the teacher and send your child an invite for a meeting.
- ❑ Set expectations for how your child should conduct themselves on camera: Face the screen; mute yourself when you're not speaking; unmute yourself when you're ready to talk; turn off the camera if you need to blow your nose; etc.
- ❑ Children should behave appropriately when learning by video, just the same as if they were in class.
- ❑ Assemble necessary equipment: Children may need earphones, a microphone, and paper and pencils to take notes. Look at your child's Google Classroom in advance to determine whether students need anything extra for their live video sessions.
- ❑ Choose a neutral background: Broadcasting from the bedroom is a little intimate for a class setting. If they must, help them carve out a space where they can have peace and quiet but that doesn't convey too many personal details.
- ❑ Don't take devices into the bathroom: Just as with regular school, students should go to the bathroom before class. If there's an emergency, make sure your child knows how to temporarily disable the video and mute themselves and then turn everything back on again.
- ❑ Be respectful of others: As in the class we expect our students to be courteous to the teacher and to others. Impress upon them the fact that this is an unusual time for everyone, and appropriate behaviour should be maintained at all times.