

Our preferred method for face to face contact is Google Meet. This will allow teachers and staff to make contact with pupils, share information and conduct meetings.

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 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. When your child is accepted into a video chat by their teacher there are certain guidelines we all must follow.

Students

- Students should join the meet using the link at the top of their Google Classroom
- Students should not unmute when the teacher has muted the whole class, you must stay on mute until you are invited to speak.
- Students should only share screen content, if the teacher has agreed; do not annotate over documents that are shared.
- Students must wear suitable clothing, as should anyone else in your home.
- Students should find a suitable quiet environment, e.g. in a shared part of the house, not in bedrooms or bathrooms; the background should be appropriate.
- Students should always keep their language and interaction appropriate, as they would in face to face conversations, whether with teachers, or their peers.
- Students are expected to attend all teacher scheduled Meets, unless the teacher has been previously notified.
- Students should ALWAYS make sure they leave the Meet. Always double check and get in the habit of closing your laptop when not in use, to prevent the camera from working regardless.
- Students are prohibited from recording or capturing/screen grabbing content from the video call.

Teachers

- Google Meet sessions will be led by the teacher whilst in the school setting where possible.
 - If teachers lead Google Meet sessions at home they will ensure that the location is appropriate (not from bedroom / bathroom) and will be aware of the material that may be visible in the background. Avoid revealing any personal information or other sensitive data
- Teachers will ensure that:
- Meet sessions take place via the secure link in the Google Classroom
 - They join a few minutes before the scheduled start time and are the last to leave the meeting. This means that pupils cannot be on the Meet without a teacher present.
 - A list of attendees is kept.
 - Attendees are muted as they join the meeting.
 - They make expectations and meeting conduct clear at the beginning of each meeting.
 - No one else is on view from the camera and suitable clothing is worn
 - Each session is recorded and stored securely in line with the school's retention policy
 - The recording is only shared within the permissions granted by parents
- The teacher has the right to remove a student from a Google Meet if their behaviour is not in line with the school behaviour expectations.

Parents

- Parents have ultimate responsibility to make sure students not only attend, but follow the correct protocols when Google Meetings are scheduled with teachers.
- Parents should be aware of the remote learning content for their child, by regularly checking the school's chosen online platforms.
- Please help your child set up and access the Google Meet lesson using the link posted into google classroom
- 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 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 be aware that the sessions will be recorded for safeguarding purposes, recordings stored securely and shared only where permission has been granted.
- Please DO NOT film the session on another devices - this is a safeguarding and GDPR issue.