

GOOGLE MEET PROTOCOL

St Andrew's School 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:

- face to face contact with as many children as possible
- 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.

PUPILS	TEACHERS	PARENTS/CARERS
<ul style="list-style-type: none"> ◆ Pupils should not unmute when the teacher has muted the whole class, you must stay on mute until you are invited to speak. ◆ Pupils should only share screen content, if the teacher has agreed; do not annotate over documents that are shared. ◆ Pupils must wear suitable clothing, as should anyone else in your home. ◆ Pupils should find a suitable quiet environment, for example, in a shared part of the house i.e. not in bedrooms or bathrooms; and the background should be blurred if possible and if not should be appropriate. ◆ Pupils should always keep their language and interaction appropriate, as they would in face to face conversations, whether with teachers, or their peers. ◆ Pupils 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 regardless. ◆ Pupils are not permitted to record or capture/screen grab content from the video call. 	<ul style="list-style-type: none"> ◆ All Google Meet sessions will be led by the teacher whilst in the school setting. ◆ Teachers will not allow attendees to join before host and they will keep a list of attendees. ◆ Teachers need to send the link rather than an invite so the pupils can't join until the teacher joins and the teacher has to let everyone in. ◆ Teachers will ensure that attendees are muted as they join the meeting. ◆ Teachers will make expectations and meeting conduct clear at the beginning of each meeting, including the school rules. ◆ Teachers will ensure no one else is on view from the 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. ◆ Teachers will only hold meetings with a manageable amount of children and only during the school day. 	<ul style="list-style-type: none"> ◆ Parents have ultimate responsibility to make sure students not only attend, but follow the correct protocols when online Google Meetings are scheduled with teachers. ◆ Parents should be aware of the Remote Learning Content for their child, by regularly checking 'Google Classroom'. ◆ Please help your child set up and access the Google Meet lesson using the link posted into the 'Google Classroom' assigned school Gmail account. ◆ Please make sure that your child is ready 5 minutes before the 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. We would expect pupils to be dressed as though it was a non-uniform day. ◆ Please ensure other family members are appropriately dressed and 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 class teacher may ask them to leave the meeting. ◆ Please DO NOT film the session on another device as this is a safeguarding and GDPR issue.