



Executive Headteacher: Mrs L. A. Gwinnett

Google Meet

These sessions are for the student and the member of school staff. We are always contactable at school if parents wish to via the [enquiries@](mailto:enquiries@burscoughprioryacademy.org) email address.

Staff will end the sessions if the parents pursue the session as a mode of communication.

Students: How Should I Behave Online During a 'Live' Session?

As part of our remote provision, teachers and school staff will invite you to take part in a 'live' session online using Google Meet

They will share a Google Meet link with you on Classcharts for you to access the session. You can also find the link on your [Google Calendar](#)

When you take part in a 'live' session, you must **conduct yourselves appropriately at all times, in the same way you would be expected to in school.**

When taking part in an online session I agree to:

- conduct myself appropriately and follow my instructions from the member of school staff, in the same way I would in school
- consent to the meeting being recorded by school, for everyone's safety
- leave my camera switched on and facing me so that the school staff can communicate with me
- mute or unmute my microphone if asked to so that I can communicate with school staff
- never share my screen unless directed to by the school staff
- never display an inappropriate or offensive profile picture
- dress appropriately for the meeting
- take part in the meeting in a public part of the house

At the end of the session

- leave the session immediately when asked to by my teacher

