**

*Tips for being a good classmate on Google Classroom*

* Please join the Meet at the **correct time** & stay in the Meet for the entire time. If you are more than ten minutes late for the meeting then please do not join but watch the recording of the meeting which will be posted later in the morning.
* Find a quiet place away from distractions such as siblings, TV, pets, etc.
* Mute your microphone until you are called on to speak.
* If you are called on to speak, unmute your microphone so we can hear you.
* If you have a question, either raise your hand or put it in the chat.
* Keep the sidebar on chat.
* Please be respectful to others talking.
* The school’s SMART 5 rules still apply as if you were in class.
* Do not take video recordings or screenshots/ photographs of the screen
* Hang up at the end of the Meet and do not attempt to rejoin until the next meeting.

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*Tips for parents during live teaching on Google Classroom*

* Check your safety / privacy settings are turned on.
* Please be aware that, from Wednesday, we will be recording the live teaching element of sessions so that families unable to attend a meeting will be able to watch it later in the classroom. Only the teacher’s screen will be seen but children and parents voices may be heard.
* Remind children NOT to share passwords/ usernames with others.
* Ensure your children only log on at the time of the lesson and log out when it has ended.
* Whilst we do not require pupils to be in uniform, please ensure they are dressed ready for learning.
* If your child has been muted by their class teacher, please leave them on mute.
* Where possible, try to be close by to offer support if needed.
* When children are working independently, please allow them to do this- it is ok for them to make mistakes, it’s all part of learning.
* As much as possible, please avoid asking teachers questions during the live learning, if you have a learning query please type it in the chat bar or wait until the feedback session in the timetable.
* As much as possible, avoid having separate conversations with others in the same room as this can be a little distracting for others.
* Do not take or allow your child to take video recordings or screenshots/ photographs of the screen.
* Please ensure your child logs in under their google account not a personal one.
* If you are unsure of any safety rules, please ask.