

Google Meet

*Guidance for Parents/Carers and
Children*





Google Meet at Newbridge Primary School

- As a school, we use Google Classroom as our online learning platform.
- Google Meet will be used to hold short, live, whole class sessions.
- It is important that we understand and follow the guidance for everyone's safety.
- You have been sent the Live Interaction Agreement. Please read this carefully. Please share this agreement with your child.



Live Interaction Agreement for Parents/Carers

- I will not record the session or film it on any other device and understand that this is a safeguarding and GDPR concern.
- I understand that I have a responsibility to ensure my child/children attends and follows the correct protocols when online in the Meet.
- I will ensure my child/children is fully dressed for meetings, but does not need to wear school uniform.
- I will ensure other family members are appropriately dressed, out of camera shot and do not contribute to the video call.
- I will discuss with my child/children the appropriate way to behave in the meeting - in the same way as if they were in school with the member of staff.
- I will not allow my child to eat during the meeting.
- I understand that if my child is behaving inappropriately, that the staff member will remove them from the meeting and inform a member of the Senior Leadership Team. The school may then decide to suspend their school Google account temporarily or in some cases, permanently.
- I agree to monitor my child/children's interactions during the meeting to ensure they are behaving appropriately. I will remain in close proximity and ensure I can hear the audio.
- I will ensure that my child is in an appropriate environment before entering the meeting, preferably with a plain, non-descript background.



Live Interaction Agreement for Children

- I understand that I should not unmute myself when the staff member has muted the whole class. I will stay on mute until I am invited to speak.
- I will not share anything on my screen unless I have asked permission from the staff member.
- I must be fully dressed in suitable clothing for the meeting.
- I will not eat during the meeting.
- I will find a suitable, quiet environment before joining the meeting with the help of my parent/guardian.
- I will always keep my language and interaction appropriate, as I would in face to face conversations, whether with staff members, or my peers.
- I understand that the usual high expectations of behaviour are expected of me. My interactions and engagement will be focused, polite and respectful at all times.
- I understand that this is a new way of working and that I need to focus and apply my listening skills to make the most of my learning.
- I understand that if I behave inappropriately, the staff member will remove me from the meeting and that the school's Behaviour Policy will apply and that I may have my Google Classroom account temporarily or permanently suspended
- I will notify the teacher, via Google Classroom, if I am not going to attend a meeting.
- I will make sure that I leave the Meet when the staff member has requested me to.
- I am not allowed to record, photograph or capture/screen grab content from the video call. I understand that if I do this that the school's Behaviour Policy will apply and that I may have my Google Classroom account suspended or removed.
- I understand that these rules are to keep me safe online and that if they are not followed, the school sanctions will apply and my parents/carers will be contacted.



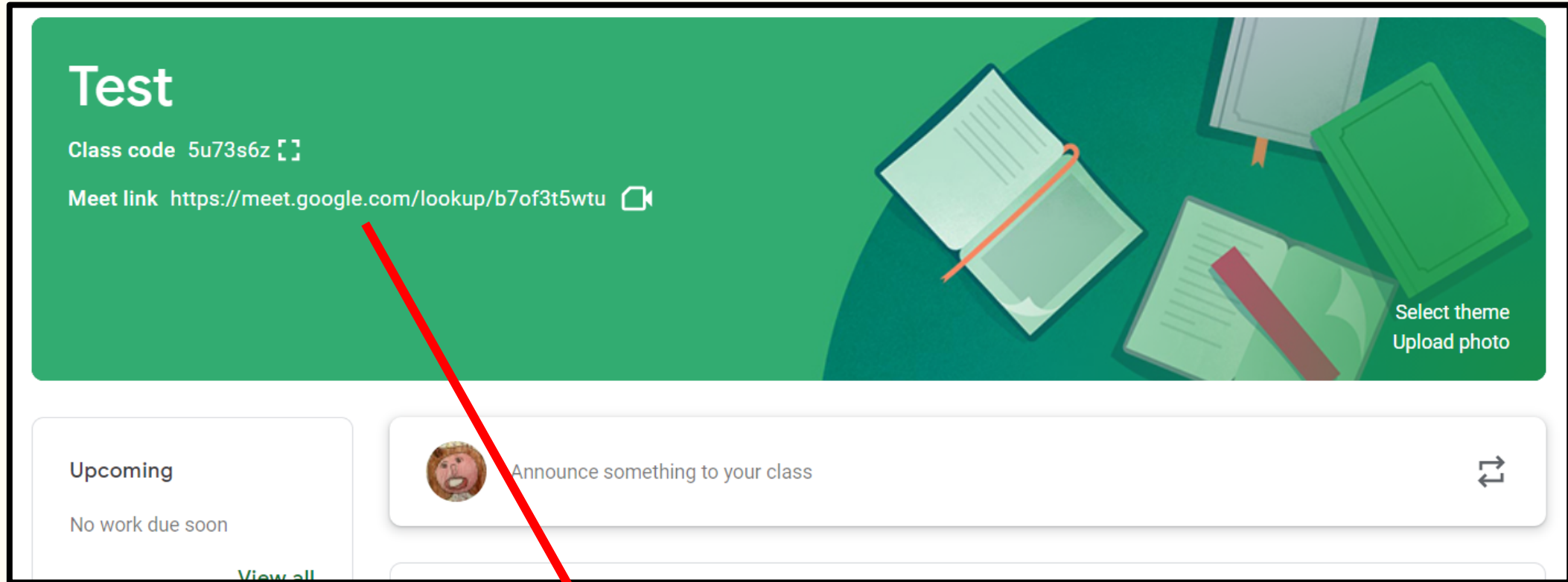
How Meets will be held:

- All Google Meet sessions will be led by a staff member when working in the school setting.
- The member of staff will post a message on the stream in advance of the meeting to make the class aware of the date and time of the meeting.
- Staff will post the link of the meeting 15 minutes before the meeting is due to start. Please do not click this link before your meeting is scheduled to start.
- Staff will make expectations and meeting conduct clear at the beginning of each meeting.
- The staff member leading the Meet has the right to remove a pupil if their behaviour is not in line with the school behaviour expectations.
- Meetings will be held during the school day and for no more pupils than are in a class.

Only those pupils who are at home learning remotely will be able to join the meeting.



How to find the meeting link:



The meeting link will appear in your class banner 5 minutes before the time of your meeting. Please do not click the link until the time that your meeting is scheduled to start.

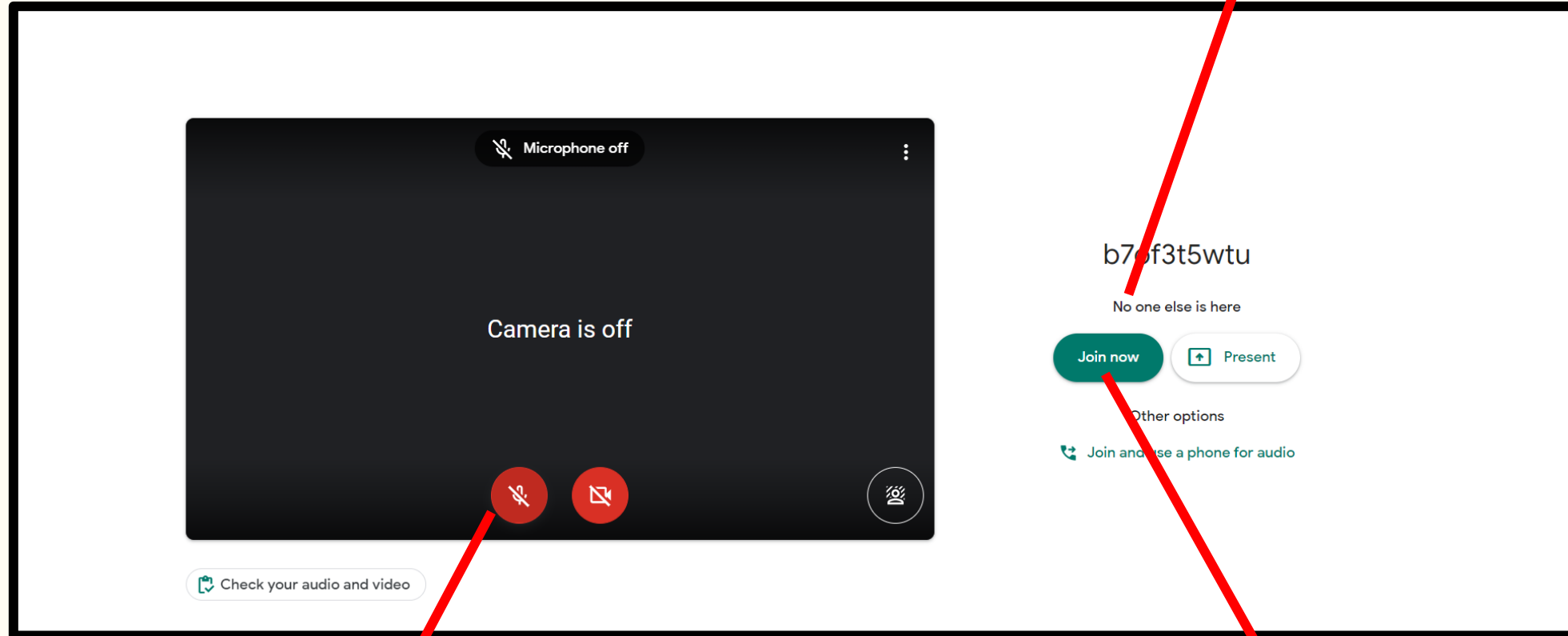
Your teacher will have posted a message on the stream to tell you the date and time of your Google Meet session.



How to join the meeting:

Once you have clicked the link, your screen will look like this.

If you can see the message that says “No one else is here”, please do not join the meeting until you see your teacher’s name pop up.

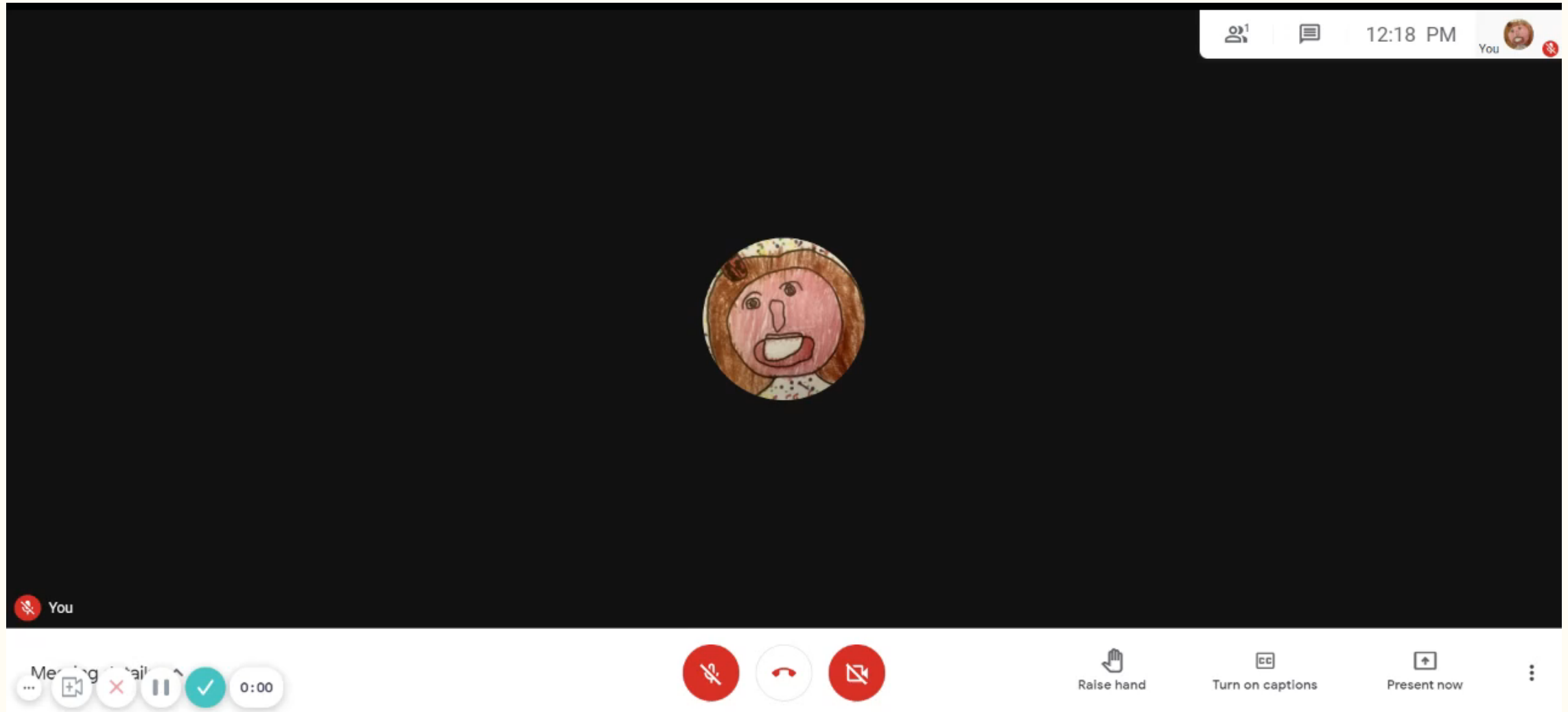


Please make sure your microphone is off by clicking this button. You may switch your camera on if you wish to.

Click 'Join now' to enter the meeting when your teacher is present.



Using Google Meet during the session:



Remember our Google Meet Rules:

Mute your microphone until you are invited to speak.

Raise your hand if you have something to say, just like in school.

Listen carefully to your teacher and whilst other classmates are talking.

Be **respectful and kind**.



If you have any questions, please do not hesitate
to contact us.

We are looking forward to seeing you!

