

During the current school closures due to Covid-19, we are delivering our learning remotely. In order to make this process as effective and as engaging as possible, we are utilising a variety of new technologies and teaching strategies. Increasingly, staff are making use of video technology to record themselves delivering key concepts, modelling how to complete the learning, providing class feedback or explaining the next steps of the learning.

This is going to be an important element of our teaching and learning strategy and, as such, we need to ensure that all pupils and parents are aware of, and agree to, the Interaction Agreement outlined below. This will ensure that our staff can be as creative as possible when engaging with our pupils online. The agreement is developed within an overarching aim to provide the safest teaching and learning for our pupils, whilst at the same time maintaining privacy for staff.

The purpose of Google Meet calls can include:

- face to face contact with as many children as possible from the class who are learning at home
- allowing staff to share learning overviews with children
- checking in on children's learning and/or wellbeing
- to show and share learning with the class and celebrate achievements during the week

Staff may also use these opportunities to share stories, answer questions and lead very short teaching sessions e.g. phonic sounds, or to explain some tasks in more detail.

### How Meets will be held:

- All Google Meet sessions will be led by a staff member when working in the school setting, or in exceptional circumstances, from home.
- Staff will not allow attendees to join before the host and they will keep a list of attendees. Staff need to send the link rather than an invite so the pupils can't join until the staff join and the staff has to let everyone in. Staff will ensure that attendees are muted as they join the meeting.
- 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.
- This link will take you to our school website, for a guide in using Google Meet  
<https://www.newbridge.bathnes.sch.uk/remote-learning/google-meet-guide>

## Live Interaction Agreement

### Parental/Carer Agreement

- 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.
- I understand that if the technology at school fails, my child must leave the Meet immediately.

## Pupil Agreement

Please carefully read through and explain these agreements with your child, to ensure that they fully understand the live learning and interaction expectations.

- 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 if the technology at school fails, I must leave the Meet immediately.
- 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.