

Using Google Meets - Guidance for Parents Y1-6

Google Meets are held daily or weekly depending on your child's year group. They provide an invaluable avenue for interaction between teachers and pupils and are one of the variety of ways teachers will be giving feedback on remote learning. The arrangements for Google Meets, including links and/or nicknames to enter, are posted directly to pupils in Google Classroom.

Please try to support your child's use of Google Meet through the following actions:

- Supervising and assisting younger children to join the Google Meet on mute with their camera on.
- Identifying a suitable location for your child to use for the Google Meet, for example a living room or dining area, where an adult is able to be present in the room with them or supervising nearby. Ideally children should not be located in bedrooms to join a Google Meet however we are aware of the pressure on space when both adults and children are working from home. If using a bedroom is unavoidable, we ask you to blur the background or set an alternative one. This can be done by clicking on the three dots in the bottom right hand corner of the screen and selecting 'Change background'.
- Ensure your child is suitably dressed.
- Trying to ensure possible distractions are removed and there is quiet. Background noise adversely affects the experience for all participants. It may be useful if your child uses a headset if you have one.
- Familiarising yourself and your child with the expectations of pupils (which you can read below) when they are participating in a Google Meet.
- Ensuring that the privacy of other family members is maintained during Google Meets.
- Ensuring your child does not record or screenshot their video calls (activities for which they do not have permission)
- Ensure your child leaves the Meet when asked

A video tutorial is available on the website, under Remote Learning Provision, which demonstrates how pupils can join their scheduled Google Meet. If you have any further queries after watching this video please do email us at enquiries@st-johnfisher.merton.sch.uk or via the year group email address.

For safeguarding purposes only, these sessions will be recorded by the teacher, and automatically saved to the school system before being deleted after a period of 3 months.

Please also ensure that you read through the rules below with your child to ensure they are clear on expectations for each Google Meet:

RULES FOR USING GOOGLE MEET

- 1) Arrive at your Google Meet at the right time to avoid missing any information from your teacher.
- 2) Make sure you are in a suitable location, in a quiet room with a suitable background (you can change this by clicking on the 3 dots at the bottom right of your screen) . An adult should be in the room with you or supervising nearby, but they do not need to be at the screen with you.
- 3) Make sure your device is charged (or plugged in) and that you are suitably dressed for each Google Meet.
- 4) Keep your device on a secure surface, such as a table.
- 5) Remember to behave as you would in your own classroom. This means no calling out (unless your teacher has said so) and showing respect to your teacher and classmates. Remember that we need to allow time to answer questions from everyone.
- 6) You can also raise your hand if you have a question and use hand gestures to show understanding, such as thumbs up. There is also a 'raise hand' button to press if you want to show your teacher that you want to say something
- 7) You may use the chat function to ask a question if you need to.
- 8) Remember that our school is putting these sessions on for your benefit and we're in a safe space, but not everyone who tries to contact you online has your interests at heart. If you have any worries or concerns about something you have seen or heard online, please speak to your parents or your teacher.
- 9) You must leave the Google Meet if requested to - you will be invited back in at another time.
- 10) Google Meet is designed for pupils and teachers to communicate. Whilst we understand that parents will have questions to ask, these should be sent by email to the year group email or enquiries@ so that during our Google Meets, pupils have the chance to talk to their teacher and their classmates.