



St Peter's RC Primary School – Google Meet and Zoom Protocol

When conducting live lessons, St. Peter's preferred methods for face to face contact with classes are Google Meet and Zoom for the Nazareth Rooms. These platforms will allow teachers and staff to make contact with children, share information and conduct meetings. The purpose of Google Meet and Zoom calls can include:

- Regular face to face contact with as many children as possible in the class
- Allowing teachers to share learning with children
- Checking in on children's learning and/or wellbeing
- Show and share learning with the class and celebrate achievements during the week. Teachers may also use these opportunities to share stories, answer questions, lead debates and lead teaching sessions.

PLEASE NOTE: These sessions are for children, not adults/parents. When your child is accepted into a video chat by their teacher there are certain guidelines we all must follow.

| Children | Teachers | Parents |
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| <ul style="list-style-type: none"> • Children should not unmute when the teacher has muted the whole class, you must stay on mute until you are invited to speak. • Children must wear suitable clothing, as should anyone else in your home. • Children should find a suitable quiet environment, for example, in a shared part of the house i.e. not in bedrooms or bathrooms; and the background should be blurred if possible and if not should be appropriate. • Children should always keep their language and interaction appropriate, as they would in face to face conversations, whether with teachers, or their peers. • Children are expected to attend all teacher scheduled Meets, unless the teacher has been previously notified. • Children should ALWAYS make sure they leave the Meet. Always double check and get in the habit of closing your laptop/device when not in use, to prevent the camera from working regardless. • Children are prohibited from recording or capturing/screen grabbing content from the video call. | <ul style="list-style-type: none"> • All Google Meet/zoom sessions will be led by the teacher whilst in the school setting. • Teachers will not allow attendees to join before host and they will keep a list of attendees. Teachers need to send the link rather than an invite so the pupils can't join until the teacher joins and the teacher has to let everyone in. Teachers will ensure that attendees are muted as they join the meeting. • Teachers will make expectations and meeting conduct clear at the beginning of each meeting, including the school rules. • Teachers will ensure no one else is on view from the camera, wear suitable and appropriate clothing. • The teacher has the right to remove a child from a Google Meet if their behaviour is not in line with the school behaviour expectations. • Only hold meetings with a manageable amount of children and during the school day. • The teacher will record all live sessions, so it can be added to the google classroom page. This will be in line with the school's safeguarding policy and this is found on the school's website. The recordings will be saved onto the school's drive. | <ul style="list-style-type: none"> • Parents have ultimate responsibility to make sure children not only attend, but follow the correct protocols when online Google Meetings are scheduled with teachers. • Parents should be aware of the recorded videos for their child, by regularly checking the google classroom page or other platform. • Please help your child set up and access the Google Meet lesson using the link posted into the google classroom/other platform used by the school. • Please make sure that your child is ready 5 minutes before the advertised start of the meeting, to ensure that you are on time and that you don't delay the meeting and are not locked out. • Please ensure your child is appropriately dressed for meetings not in their pyjamas. • Please ensure other family members are appropriately dressed and out of camera shot and do not contribute to the video call. • Please discuss with your child the appropriate way to behave in the meeting - in the same way as if they were in school with the member of staff. • Please DO NOT film the session on another devices this is a safeguarding and GDPR issue. |