



St Bernadette's Catholic Primary School

'Doing our best for God'

Date: Tuesday, 23 February 2021

Dear Parents/Carers,

I hope you all had a restful half term. Over the next two weeks, we are looking at teachers sending out an invite to those children who have not been in school during lockdown, to join in a small group Google Meet. This will be a wellbeing check in for about 5 children at a time. Each child will receive a time slot, by email, to join the meeting with their teacher on a set day.

The live chat will be a wellbeing check to see how children are and give them the opportunity to speak to peers and their teacher. Teachers will be emailing a link to pupils on their Gmail account (Google Classroom email address), which will take them to their face-to-face contact meeting. You will be informed of a set time in the email when your child is invited to join their group online. Children will be asked to input a 'nickname' that will be on the Google Classroom Class Stream five minutes before the meet begins. You simply click on the link in the email to join with the 'nickname' provided.

The teachers and staff are very much looking forward to facilitating face-to-face contact for the children. Please be patient and forgiving as this will be the first attempt and all involved are getting used to the technology – teachers are doing their very best to learn the new technology for the benefit of the children and they are really looking forward to seeing them again.

Timetable of Google Meets will be as follows:

Year Reception	Morning of Thursday 4 th March
Year One	Morning of Tuesday 2 nd March
Year Two	Morning of Thursday 25 th February
Year Three	Afternoon of Tuesday 2 nd March
Year Four	Morning of Wednesday 3 rd March
Year Five	Morning of Tuesday 2 nd March
Year Six	Morning of Tuesday 2 nd March

Attached at the end of this letter are the protocols we have put in place for the use of Google Meet. Please take the time to read these carefully and to share them with your child to ensure they understand what is expected of them when they attend. Although these protocols may seem rather lengthy, these are for the smooth running of the Google Meet and to safeguard all involved.

Thank you, as always, for your support of the school at this difficult time. If you do have any technology issues, please do not hesitate to contact me and I will do my very best to help. Please scroll down to read the protocols for using Google Meet.

Miss Scarlett

Remote Education and Learning Lead



Google Meet Protocol

The purposes for Google Meet calls can be:

- Providing **face to face contact** with as many children as possible
- Giving children the opportunity to **collaborate** with their teacher and peers
- Checking in on children's **learning** and/or **wellbeing**
- Creating an opportunity to **share** and **celebrate** children's achievements in their learning
- All Google Meets will be **supervised by a teacher** with a specific learning/focus.
- **Google Meets are for children in the class only, not adults or other siblings.**

When participants are accepted into a Google Meet there are specific protocols they must follow. These exist to support safeguarding and to help to ensure all participants understand how to stay safe and what to expect.

Children are asked to:

- **Arrive on time** to the meeting and **leave at the set time**. You will only be able to join once you have received the 'nickname'.
- **Mute themselves on entry to the classroom**. This is important because background noise can disturb the stream. The teacher will advise children when to unmute so they can engage with their peers.
- **Dress appropriately** for the meeting. Clothes equivalent to a non-uniform day are advised – no pyjamas.
- Find a **quiet space** for the meeting. This should be in a shared part of the house, not a bedroom. The children should blur their backgrounds or position themselves in front of a plain background.
- Must speak and interact **politely** and **respectfully** at all times.
- **Listen carefully** when the teacher/their peer is speaking and join in with the session.
- **Must not share content on their screen** unless the teacher has approved it and given permission.
- Use the **chat function** in the Meet **appropriately** – this is an opportunity to collaborate for a specific reason, not to 'chat'. The teacher may disable this function before or during a meet.
- **Must not record, capture or screen grab** any part of the meeting – this is for safeguarding and GDPR purposes.

Parents/Guardians, please support us by:

- Supporting your child to **set up** the Google Meet on their device using the link provided in the **Class Stream** on Google Classroom or through the **email invitation**.
- Teaching your child how to **enter** and **leave a meeting**, **mute** themselves, **blur** their screen (or ensure they are in front of a plain background) and **turn their camera on/off**
- Ensuring that other family members are not visible in the meetings and that they do not contribute – we ask that you leave your child in a **quiet space** to interact with the meet independently.
- Ensuring that your child is **appropriately dressed** for the meeting – no pyjamas!
- Discussing **appropriate behavior** in an online meeting with your child – in the same way as if they were in school with a member of staff. If a child does behave inappropriately does not respond to the teachers instructions, they will be asked to leave the meeting. The teacher will contact the parent following the meeting to discuss the matter of concern.
- **Not filming** or **recording** the meeting in any way, including screen shots – this is a safeguarding and GDPR issue.



PARENTS/GUARDIANS UNDERSTAND THAT TEACHERS MAY RECORD THE MEETINGS FOR SAFEGUARDING PURPOSES AND THAT BY ALLOWING THEIR CHILD TO JOIN THE MEETING THEY GIVE CONSENT FOR THIS. If you do not give consent to your child's face being recorded, your child should enter the meeting without the camera on.

Teachers will ensure the safe and effective running of a Google Meet by:

- Releasing the 'nickname' link to the Google Meet on the Google Classroom Class Stream for specific children 5 minutes prior to the meeting commencing. Using a 'nickname' means that children cannot enter the meet without the teacher being present and the teacher can end the meeting for all participants at the right time.
- Not allowing attendees to join the meet without being present, they will keep a list of attendees.
- Ensuring attendees are muted on arrival to the meeting and that their backgrounds are appropriate and maintaining child's safety.
- Making expectations and meeting conduct clear at the start of every meeting.
- Positioning themselves in front of a neutral background and/or blurred screen. They will ensure no one else is in view of the camera.
- Dressing appropriately for the meeting.
- Managing children's behavior throughout the meet and have the right to remove an individual if they do not follow the rules set out for the meeting.
- Ensuring that the group size fits the purpose of the meeting and is manageable.
- Only setting meetings within the school day.
- Recording the meetings for safeguarding purposes. The recordings will not be shared with other people, unless for a safeguarding purpose. They will not take screenshots of the meeting.
- Teachers may advise children to mute and turn their cameras off on entry to some meetings when the specific purpose is to watch a teaching input. This is to avoid distractions for all involved.

Please appreciate these protocols are to ensure a successful meeting while keeping children safe. Safeguarding is a priority.



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