



GOOGLE MEET PROTOCOL

Our Lady's preferred method for face to face contact is Google Meet. This will allow teachers and staff to make contact with pupils, share information and conduct meetings. The purpose of Google Meet calls can include:

- regular face to face contact with as many children as possible in the class
- allowing teachers to share learning overviews 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 very short teaching sessions e.g. phonic sounds, or to explain some tasks in more detail.

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.

Students

- Students should not unmute when the teacher has muted the whole class, you must stay on mute until you are invited to speak.
- Students should only share screen content, if the teacher has agreed; do not annotate over documents that are shared.
- Students must wear suitable clothing, as should anyone else in your home.
- Students 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.
- Students should always keep their language and interaction appropriate, as they would in face to face conversations, whether with teachers, or their peers.
- Students are expected to attend all teacher scheduled Meets, unless the teacher has been previously notified.
- Students should ALWAYS make sure they leave the Meet. Always double check and get in the habit of closing your laptop when not in use, to prevent the camera from working regardless.
- Students are prohibited from recording or capturing/screen grabbing content from the video call.

Teachers

- All Google Meet 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 student 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.

Parents

- Parents have ultimate responsibility to make sure students not only attend, but follow the correct protocols when online Google Meetings are scheduled with teachers.
- Parents should be aware of the Distance Learning Content for their child, by regularly checking the school's chosen online platform.
- Please help your child set up and access the Google Meet lesson using the link posted into the distance learning google classroom/other platform used by the school and their assigned school Gmail account.
- 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. We would expect pupils to be dressed as though it was a non-uniform day.
- 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. If a child is behaving inappropriately, the school may need to suspend their school google account temporarily.
- Please DO NOT film the session on another devices this is a safeguarding and GDPR issue.