



Google Meet Protocol

Heatherside Infant School’s preferred method for video conferencing with the children is Google Meet which is part of the Google Classroom functionality. 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 children in the class
- checking in on children’s 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 and lead P4C Sessions

PLEASE NOTE: These sessions are for children to interact. Their adults/parents are there in a supportive role. When your child is accepted into a video meeting by their teacher there are certain guidelines we must all follow please.

| CHILDREN | TEACHERS | PARENTS |
|--|---|---|
| <p>Children should find a suitable quiet environment in a shared part of the house i.e. not in bedrooms or bathrooms; and the background should be appropriate.</p> <p>Children must wear suitable clothing, as should anyone else in your home.</p> <p>Children should not unmute when the teacher has muted the whole class, you must stay on mute until you are invited to speak.</p> <p>Children should always talk and act politely, as they would in face to face conversations, whether with teachers or their peers.</p> <p>Children should use the hand symbol to show they want to speak.</p> <p>Always double check and get in the habit of closing your laptop when not in use, to prevent the camera from working regardless.</p> <p>Children must not record or capture/screen grab content from the video call – this will be dealt with as a serious behavioural and safeguarding issue.</p> <p>Children should ALWAYS make sure they leave the Meet.</p> | <p>Google Meets will only be held with a manageable amount of children and during the school day.</p> <p>All Google Meet sessions will be led by a member of staff. There will be two members of staff present.</p> <p>Teachers will not allow the children to join before themselves and they will keep a list of attendees.</p> <p>Teachers will post the link at the top of the page in the Google Classroom stream</p> <p>Teachers will ensure that children are muted as they join the meeting.</p> <p>Teachers will make expectations and meeting conduct clear at the beginning of each meeting, including the school rules.</p> <p>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.</p> <p>Teachers will ensure that all children have left the Google Meet before leaving the Meet themselves.</p> | <p>Parents have ultimate responsibility to make sure children attend and follow the correct protocols (see children’s section in blue) when online Google Meets are scheduled with school staff</p> <p>Please help your child set up your device in a shared area where you can support if required. Help them access the Google Meet session using the link posted into their class Google Classroom Stream.</p> <p>Please ensure your child is appropriately dressed for meetings. We would expect pupils to be dressed as though it was a non-uniform day.</p> <p>Please ensure other family members are appropriately dressed and out of camera shot and do not contribute to the video call.</p> <p>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.</p> <p>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.</p> <p>If a child is behaving inappropriately, your child may be removed from the session and the behaviour will be discussed with you directly.</p> <p>Whilst our settings do not permit children to record the Google Meet, please DO NOT film the session on other devices. This would be dealt with as a serious safeguarding and GDPR issue.</p> <p>Please help your child to leave the Meet when the Teacher signals the session has finished.</p> |
| <p>THANK YOU FOR JOINING THE MEET</p> | <p>THANK YOU FOR LEADING THE SESSION</p> | <p>THANK YOU FOR YOUR SUPPORT</p> |