

Guide to Google Meets at Whitehill Primary School

Our School uses Google Meets for contacting families and children for face-to-face communication. The purpose of Google Meet calls can include:

- Regular face-to-face contact with as many children as possible in the class.
- 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, to lead discussions or to explain some tasks in more detail. PLEASE NOTE: These sessions are for children, not adults/parents. When the teacher accepts your child into a video chat there are certain guidelines we all must follow. The following sections detail the responsibilities of each party.

Children

- Should not unmute when the teacher has muted the whole class, you must stay on mute until you are invited to speak.
- Must wear suitable clothing, as should anyone else in your home.
- 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.
- Should always keep their language and interaction appropriate, as they would in face-to-face conversations, whether with teachers, or their peers.

The Staff member hosting the call

- Teachers will not allow attendees to join before the host. Staff will send the link rather than an invite so the pupils cannot join until the staff member lets 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.
- Teachers will ensure no one else is on view from the camera, wear suitable and appropriate clothing.
- Teachers can remove children from the google meet, if they are behaving inappropriately.
- Teachers will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.
- Teachers will close any private documents or emails before the start of the google meet, in case the screen is shared.
- Teachers will ensure that there are two adults in the room during the google meet.
- Teachers will blur out their backgrounds, or have a quiet and neutral backdrop for live sessions – e.g. a plain wall. They will avoid having sensitive documents lying around that may be visible when broadcasting/(pre-) recording.

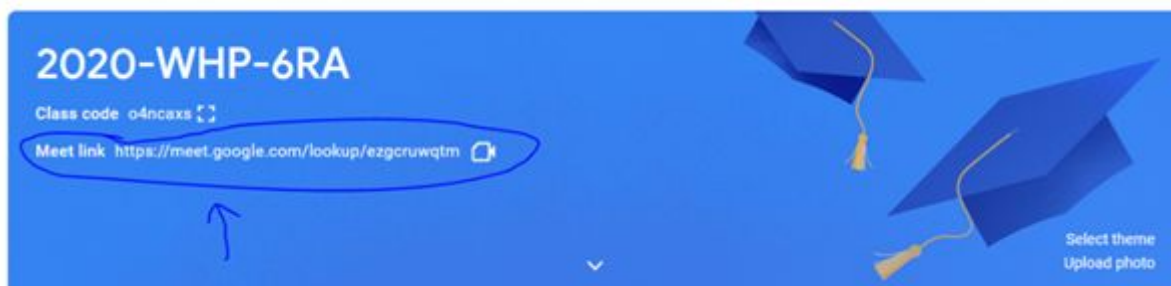
Parents

Parents have ultimate responsibility to make sure students follow the correct protocols when online Google Meetings are scheduled with teachers.

- By accepting the Google Meet invite, you are giving permission for your child to participate in the session and agree to follow these protocols.
- 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, out of camera shot, and do not contribute to the video call.
- Please ensure that you/or a responsible adult will be in the room during all meetings.
- 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 device; this is a safeguarding and GDPR issue.
- Please ALWAYS make sure they leave the Meet at the end of the session. Always double check and get in the habit of closing your laptop when not in use, to prevent the camera from working regardless.

Joining a Google Meet

- To join a google meet call, please click on the 'Meet Link' that is at the top of the page on the classroom stream.



- When you click on the link, the host will allow you to join the call, please keep your microphone muted until the teacher has invited you to speak.