

EMERSONS GREEN PRIMARY SCHOOL

Google Meets/Live Lesson Protocols:

Staff	Pupils	Parents
<ul style="list-style-type: none"> • At all times ensure the Google Meet link is 'not visible to students' using the settings tab • Set a date and time for the Google Meet/live lesson • At the agreed time for the Google Meet/live lesson switch the meet link to visible • All children joining virtually should have their microphone muted unless directed to unmute by staff • During a live lesson children should mute microphone and turn video off. • Remind children to 'Pin' the teachers video stream • All live lesson should be recorded and uploaded to Google Classroom for children to refer back to • Teacher to ensure they are the last person on the call and then end it • Switch meet link back to 'not visible to students' in settings tab 	<ul style="list-style-type: none"> • Check Google Classroom for Google Meet/live lesson dates and times • Be dressed • Be in a common area of the family home • Consider using headphones • Follow the school behaviour policy • Click on the 'Meet link' that will be visible in the banner at the top of your Google Classroom home screen – only visible at time of meet/lesson • Do not join the call before the agreed time • Do not record the meet/lesson on another device • Only use the 'chat' feature to talk to the teacher, NOT other children • Leave the call at the agreed point 	<ul style="list-style-type: none"> • Check child's Google Classroom for Google Meet/live lesson dates and times • Ensure the child is in an environment that is quite, safe and free from distraction but preferably in a common area of the house (not a bedroom) • Support child in accessing the call using the 'Meet link' in the banner at the top of their Google Classroom home screen – only visible at time of meet/lesson • Supervise and monitor the call at an age appropriate level • Ensure the child leaves the call as soon as 'byes' have been said

Individual Video Calls Protocols:

Staff	Pupils	Parents
<ul style="list-style-type: none"> • Arrange date and time in advance with parents • 2 members of staff to be on the call • Put link and time reminder in a private message on individuals Google Classroom • During the call discuss welfare, level of learning being completed, any challenges faced • Staff to be the last person on the call and end call. 	<ul style="list-style-type: none"> • Check Google Classroom private messages on day of call • Be dressed • Be in a common area of the family home • Do not join the call before the agreed time 	<ul style="list-style-type: none"> • Arrange date and time for call with school staff • Ensure the child is in an environment that is quite, safe and free from distraction but preferably in a common area of the house (not a bedroom) • Supervise and monitor the call at an age appropriate level • Ensure the child leaves the call as soon as 'byes' have been said