



Christ Church

Church of England Primary School

Being Thankful, Celebration, Fairness, Forgiveness, Honesty, Love for All

USE OF GOOGLE CLASSROOM – PROTOCOL DURING CORONAVIRUS CLOSURE

Live-Streaming Sessions

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 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.

The government has provided the Oak National Academy for online recorded sessions to supplement the work that schools do. BBC resources for schools also has online sessions to supplement the children's learning.

Expectations of Pupils, Teachers and Parents /Carers

When your child is accepted into a video chat by their teacher there are certain guidelines we all must follow.

Pupils

- All pupils must be on time for the google meet and be ready to start listening and learning. Punctuality is essential to ensure the meeting starts without any delay.
- Pupils must not share any materials from these sessions with anyone else. If materials are found to be shared (on any platform) then the pupil may be blocked from future sessions. All concerns will be reported using the usual behaviour management protocols in school.
- Pupils should turn their microphones to mute as this prevents noise disruption during the lesson. If they wish to ask a question or respond they **must** follow the direction of their teacher and can either turn the microphone on, use the hands up symbol or type their comment into the chat function and the chat function is open.
- Pupils **must ask** for clarification from their teachers if they are unsure of the learning task.
- All comments in the chat must relate to the learning and feedback content and is not an open message board. **The teacher will close the chat function if it is not being used correctly.**
- Pupils should sit comfortably at a table in 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.
- Please ensure to dress appropriately during the live-streaming.
- Pupils must behave appropriately at all times. **The teacher is able to mute the pupil and can remove them from the session if it is felt that behaviour is not appropriate.**
- Pupils should only contact teachers through Google Classroom.
- Please ensure the background in your home is neutral and no other people are visible or audible during the lessons.
- Pupils are expected to attend all teacher scheduled Meets, unless the teacher has been previously notified.

- Pupils should be ready and engaged in the meet and pay close attention to any instructions given. If pupils are unsure what to do next they must ask the teacher following the rules of the google meet. Activities following the google meet can then be uploaded to Google Classroom before the due date.
- Pupils 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.
- Pupils are prohibited from recording or capturing/screen grabbing content from the video call.

Teachers

- Teachers will ensure pupils in each of their classes have appropriate work set on Google Classroom which will link to the Google meet teaching content. This work will be monitored and feedback given that is meaningful and given at the appropriate time.
- Teachers will monitor engagement and follow up non-engagement on a weekly basis.
- All Google Meet sessions will be led by the teacher.
- Teachers will stream two live sessions a day. This will **only be done using the Google Meet platform** that can be accessed from Google Classroom.
- Teachers will not allow attendees to join before host and they will keep a list of attendees. Teachers need to open the link so the pupils can't join until the teacher joins and the teacher allows access.
- 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 also instruct which screen layout is to be used for the learning that day.
- 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 pupil from a Google Meet if their behaviour is not in line with the school behaviour expectations.
- Teachers will only hold meetings with a manageable amount of children and during the school day.
- Where there are two staff members in a meeting, which may happen occasionally, both of them will take an active role.

Parents

- Pupil's attendance at Google Meets is not optional. Parents have ultimate responsibility to make sure pupils not only attend, but follow the correct protocols when online Google Meetings are scheduled with teachers.
- Parents **should not** get involved in the live sessions but should be aware of the distance learning content for their child, by regularly checking Google Classroom. Please note that parents will not be able to access Google classroom meets from their own Google accounts.
- Please help your child set up and access the Google Meet lesson using the link posted into Google Classroom and their assigned school Gmail account.
- Please ensure that your children especially those in EYFS and KS1 are able to mute/unmute, stop /start video and use the chat function to be able to type a single letter y/n to feedback to the teachers.
- Please make sure that your child is ready 5 minutes before the advertised start of the meeting, to ensure that they are punctual and that they 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. Any non-compliance will be investigated.
- Parents need to encourage their child to complete the learning set on Google classroom as instructed through the Google meet. Work should be uploaded as directed. Please note that any late work (after the assignment due date) may not be marked.
- Parents **should not** contact teachers for information via google meet through their child's google classroom account.
- For general queries parents should use existing methods of communicating with the school – 020 [83998166](tel:83998166)/office@ccp.rbksch.org For questions relating to their child's learning that week, teachers will set up a communication option such as an open assignment for parents in google classroom. This will be signposted for parents for **specific learning queries only**. This feedback to parents will depend on the due date for return of the child's assignment. Teachers will aim to respond quickly but not immediately.