

Protocol for live Google Meet sessions

At Abbotswood, we would like to use some live class sessions to keep up to date with your children - for example a story time. To do this, we are using a platform called Google Meet (similar to Zoom) as this is part of the wider Google Suite that we use and it runs well alongside Google Classroom.

We will be using our school gmail accounts for this so you do not need to buy anything or create an account. When we schedule our live sessions, we will put a link to this in the Google Classroom calendar and the children will see this posted alongside their class teacher's morning hello video.

We will never email your child asking them to join a call without you knowing and we will never ask to 'video meet' with you or your child outside our school hours which are currently 08:30-15:15 (depending on the year group).

To use the video link in the classroom, your child will just click on the link posted alongside their class teacher's morning hello video. When they join, they will be asked to mute themselves although they can leave their camera on. They will be able to use the 'hands up' and 'chat' function to ask questions. Please make sure that your child is logged in as themselves. In trials, we have had some children trying to access the session using a parents gmail log in. This makes it difficult for us to identify if the right children are in the session.

When we use the live sessions, please make sure the computer is in a suitable place, not in a bedroom or bathroom for example, and the background is clear, showing just the wall perhaps.

Google Meet meetings will operate under strict protocols to ensure the safety of all users. The class teacher will be the meeting host and each meeting will be accessed by invitation only. The following must be adhered to at all times:

- Meetings will take place during the school day and from a classroom in school.
- Children at home will be invited to attend by following the link posted alongside their class teacher's morning hello video.
- The teacher will be the host and will admit children at home from a waiting room.
- Only recognisable names will be admitted from the waiting room.
- Teachers will use the security icon to lock each meeting.
- The waiting room function will always be on to avoid any inappropriate joining.
- Teachers will restrict chat functions, re-naming and annotations to the host (Teacher) only.
- All participants will be reminded to be mindful of what they share.
- Teachers will be able to remove any pupils who share inappropriate content from the meeting.
- All participants at home will be asked to dress appropriately - no pyjamas!
- The teacher will end the meeting for any child who fails to respond appropriately during the meeting.
- The teacher will end the meeting if there are any other concerns.

We would ideally like parents to be alongside when our call takes place but we appreciate this might not always be possible. There should be no inappropriate content on any of our live sessions. Please contact the school if you are concerned about any of the content of the live sessions. If you would like any further information, please get in touch by emailing admin.office@abbsch.co.uk