



GOOGLE MEET PROTOCOL

At Uplands Manor, we are now using Google Classrooms for all of our remote learning during Lockdown. The Google Meet facility allows our teachers to make contact with pupils and hold 'catch up' meetings.

The purpose of Google Meet sessions 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 explain weekly learning timetables in more detail, share stories, answer questions and enjoy quizzes.

We will timetable these 'catch-up' sessions so that different year group meetings will take place at different times.

PLEASE NOTE: These sessions are for children, not adults/parents. When your child is accepted into a video chat by their teacher, there are certain guidelines we all must follow:

Pupils	Teachers	Parents
<ul style="list-style-type: none">■ Pupils should not unmute when the teacher has muted the whole class, you must stay on mute until you are invited to speak.■ Pupils should only share screen content, if the teacher has agreed.■ Pupils must wear suitable clothing, as should anyone else in your home.■ Pupils 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.■ Pupils should always keep their language and interaction appropriate, as they would in face to face conversations, whether with teachers, or their peers.■ Pupils are expected to attend all teacher scheduled Meets, unless the teacher has been previously notified.■ Pupils should 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.■ Pupils are prohibited from recording or capturing/screen grabbing content from the video call or post it on any other social media platform.	<ul style="list-style-type: none">■ Teachers will not allow pupils to join before the host and they will keep a list of attendees.■ Teachers need to send the link, rather than an invite, so the pupils can't join until the teacher joins and the teacher has to let 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, including the school rules.■ 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 student from a Google Meet if their behaviour is not in line with the school behaviour expectations.■ Only hold meetings during the school day as timetabled.	<ul style="list-style-type: none">■ 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 be aware of the Distance Learning Content for their child, by regularly checking the school's chosen online platform.■ Please help your child set up and access the Google Meet lesson using the link posted into google classroom.■ 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 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.

Please note: If you need any help in accessing the meetings, please email: ictsupport@uplandsmanor.sandwell.sch.uk or contact the teachers on the year group email address.