

## **Google Meet Sessions - starting Monday 11th January**

During this lockdown period, in order to keep the children engaged in their learning, and maintain a sense of normality, we will be holding “check-in” sessions twice a day for children initially in Years 3 to 6 (we are looking at arrangements for younger children and will share these with you shortly), through the Google Classroom, once in the morning and once in the afternoon, which will be short live sessions with the teacher over Google Meet. The morning session will begin at 9.00am, and the afternoon session will be at 1.00pm. These will be approximately 15 minutes, and will be an opportunity for the teacher to go through the plan for the day with the children, and address any concerns that may have arisen from the previous day’s learning. More importantly, it is a way for the children to see each other, and their class teacher, daily, which can be vital for the children’s well-being.

### **Siblings**

If you have children in more than one year group in school, please remember that they can access Google Classroom on many gaming devices such as X-Box as well as phones, iPads, laptops, etc.

In order for these sessions to run smoothly, we ask that parents:

- help their child to set up the meeting, 5 minutes BEFORE the time that the meeting is scheduled to start. If they arrive after the start time, unfortunately they may be unable to join the meeting; If the children join the meeting they will see a message to wait till the teacher starts it - this is normal.
- ensure all other family members are out of camera shot and do not contribute to the video call.
- ensure that Cameras/ Webcams will be turned on.

Furthermore, to help develop a routine:

- Children must be up, dressed and ready to learn before the meeting starts. They do not need to wear school uniform, unless you wish them to.
- Children will be muted on the discussion, by the teacher, and should not unmute themselves. This will run smoothly and orderly session.
- For GDPR reasons, please ensure that no recording or photography can take place during this meeting.
- We suggest that the meeting takes place in a quiet space in a shared part of the house (i.e. not bedrooms or bathrooms).
- Children will be expected to behave as they would normally in school - ie pay attention to the teacher, sitting appropriately and being respectful of others.
- If children have issues or questions about their work, they can add a comment to the work on the Google Classroom. They should add the comment to the specific piece of work, rather than on the Classroom Stream.

### **Joining the Meeting**

The meeting will be set up as an assignment, in the same way as all other work is created. To join the Google Meeting, find the assignment on your child’s Classroom Stream as usual. Open it, then click on the link to the meeting (the same way that you would access any assignment). Then click “Join Meeting”. If the teacher is not yet on the meeting, you will need to wait to be admitted.

We all know that from time to time technology lets us down. If a meeting doesn’t work, please try the next meeting. If the teacher has a technology issue, they will post a message on the classroom as soon as they can and will hold the next meeting as planned.