

## Whetstone Field Primary School - Google Meet Protocols

Attendance	<p>Children working at home should attend –</p> <ul style="list-style-type: none"><li>• At the time allocated by the class teacher</li><li>• From a suitable place in the home – quiet and uninterrupted</li><li>• Dressed appropriately – ready to learn</li></ul> <p>Also –</p> <p>Make sure you are prepared! Read all of the information and watch any videos before you join the call</p>
Be prepared	<p>In preparation for your Google Meet –</p> <ul style="list-style-type: none"><li>• Ensure the device you're using is charged, or plugged in, and ready to use</li><li>• Log on a few minutes early to Google Classroom to ensure you are on time</li><li>• Turn your camera on – leave this on at all times during the Google Meet</li><li>• Make sure you have read / listened to the instructions before you join the meet. The meet is for you to ask questions if you are stuck.</li><li>• Mute your microphone until your teacher tells you to unmute – this keeps your home conversations safe and secure</li><li>• If you have headphones use them – this helps you to focus and cuts out background noises</li><li>• Ensure that you have your books to hand – particularly if you are stuck or have a question</li><li>• Try to work independently and only ask for help if you are really stuck</li></ul>
Camera Protocols	<p>When in Google Meet –</p> <ul style="list-style-type: none"><li>• Sit in a place where you can see and be seen – stay in camera view at all times</li><li>• Sit where you can see and hear - remember you may need to write things down so sit at a table or desk</li><li>• Stay on mute until your teacher says to unmute</li><li>• Raise your hand if you wish to speak and wait for permission;</li><li>• Act sensibly and respectfully – just like you would in the classroom at school</li><li>• Do not talk while others are talking</li><li>• Listen carefully to what others are saying</li></ul>

School Staff	<p>Teachers will</p> <ul style="list-style-type: none"> <li>• Protect the privacy of all by not recording or sharing the Google Meet – we expect children and families to likewise respect school staff privacy by not recording or sharing in any way;</li> <li>• Start the Google Meet as close to the agreed time as possible, although please bear in mind that teachers have other roles in school and this may not always be possible</li> <li>• Contact the family of children not attending;</li> <li>• Conduct the Google Meet in a quiet place, uninterrupted so that the support can be of high quality and meaningful for all</li> </ul>
Behaviour	<ul style="list-style-type: none"> <li>• Our expectations are exactly the same as if you were in school. We expect</li> <li>• Children to listen carefully</li> <li>• Children to follow the rules as if in school – so no calling out, chatting etc</li> <li>• Everyone to behave respectfully and to be kind and considerate to each other</li> <li>• Any inappropriate behaviour will result in parents being informed and possible removal from the Google Meets</li> </ul>
Signing off...	<p>End of Google Meet -</p> <ul style="list-style-type: none"> <li>• The teacher will clearly indicate the end of the session</li> <li>• The teacher will remain on line until all children have hung up from the chat</li> <li>• The teacher will ensure that all lines are closed and end the on-line session</li> </ul>

Please remember that the Google Meet is not a 'lesson'. The teacher is there to help with any issues or guide children if they need help, not to teach the content. The videos/PowerPoints and instructions should give the initial guidance for the children to start to complete the work.