

Guidance and Expectations for Google Meet Live Audio Lessons

Student expectations:

- Students should be aware that all sessions are recorded by the teacher
- Students should follow the expectations set out by the teacher at the beginning of the session
- The school's Behaviour Policy should be upheld at all times
- The session link should not be shared to any other parties, nor should the session be recorded by a student
- Make sure on entry your microphone is on mute and throughout the session your camera is off
- Students may ask questions directly to the teacher via the chat/comment box or via their microphone
- Language must be appropriate, including any family members in the background
- Students should use the designated Google Classroom to communicate with their teachers and ask questions if they do not understand/require help within normal school time hours.

Parent expectations:

- Encourage and support their children's work, including: finding an appropriate place to work, checking that set work is completed and submitted by the end of each day (or due date) and ensuring that the normal school timetable for the day is followed as much as possible
- Language must be professional and appropriate, including any family members in the background
- Refrain from interacting with the session
- Contact their child's teacher if they have any concerns or alternatively the school's Designated Safeguarding Lead if the concern is of a safeguarding nature.

Staff expectations:

- The teacher will send arrangements to the student via Google Classroom indicating when the session will take place and how the pupil will join the session. To avoid clashes, the session should be within the normal timetable for the class
- When sharing their screen, the teacher will ensure any tab/image/document on their computer is closed unless needed for the session to share with the class
- Staff should make a record of which students attend the lesson and record the audio of the session through the record function on Google Meet
- Staff should deliver the lesson via the microphone audio option and ensure their camera and all student cameras are disabled
- Staff will set out their expectations for the students as they open the meeting
- Language must be professional and appropriate, including any family members in the background
- All staff will act in accordance to the expectations set out in the school's staff Code of Conduct
- The teacher leading the session will log any behaviour not in line with the school's Behaviour Policy on SIMs in the usual way
- Any safeguarding issue should be reported as detailed in the school's Child Protection Policy.

We ask for all families to share these expectations with their children. We hope that the use of these platforms further enhances your child's online experience and at the same time has a positive impact on their wellbeing.