

Google Meet – Parent and Student Help Sheet

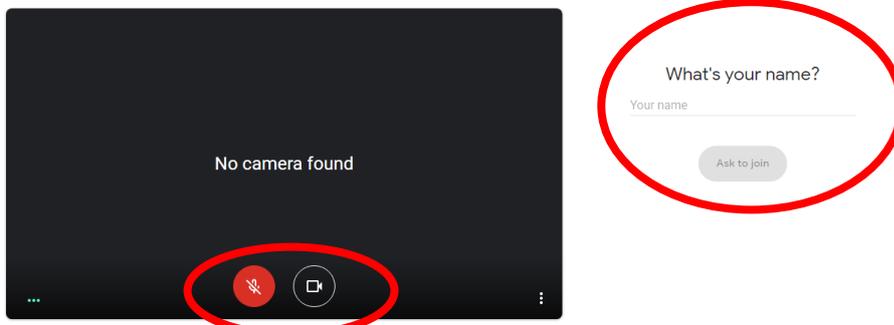
Expectations/Safeguarding

1. Children will be allocated a time and date in groups of 6-8.
2. Children and adults will be expected to maintain a professional and courteous manner at all times, adhering to our Code of Conduct.
3. A meeting will last for no more than 30 minutes.
4. Teachers may choose to prepare something to share, such as a story or something they have done. Children could be asked to share something they have done too; this could be a piece of work, something they have made or an activity they have enjoyed doing.
5. Ensure prior to the meeting, children are in a quiet space that has a relatively plain background.
6. **This is a meeting between the class teacher and the students.** Parents may need to help children to sign in to the meeting, but should not be interacting with other children or the class teacher during the meeting. Instead, please use the Year Group email to liaise with the class teacher before or after, if you have any queries.
7. Other siblings should **not** be visible on camera during the meeting.
8. Unfortunately, meetings cannot be rescheduled for individuals, so please keep to your group's allotted time slot.
9. Please do not attempt to join any other meetings other than the one sent to you.
10. **Do not** take any screenshots or photos of the meeting.
11. If your child does not join the meeting then the class teacher will send a follow up email to check that everything is okay.

1. You will receive an invitation via the **Year Group** email with a time, date and meeting code. **An example link could look like this:** <https://apps.google.com/meet/gru-immo-uxe>
2. At the specified time and date, just click that link and skip to Step 5.
3. **Alternatively**, visit the website <https://apps.google.com/meet/>
4. Type in the meeting code that has been sent to you which is at the end of the link and type it in the box as shown below e.g. *gru-immo-uxe*



5. Type your full name so that your teacher knows it is you (no nicknames!)



6. Ensure your camera is ON and your microphone is OFF/MUTED before you ask to join. It is essential that all microphones are OFF/MUTED until a child is directed to speak so that everyone can be heard equally and clearly one at a time.
7. To end the session, leave the call by clicking the telephone icon at the bottom of the screen.