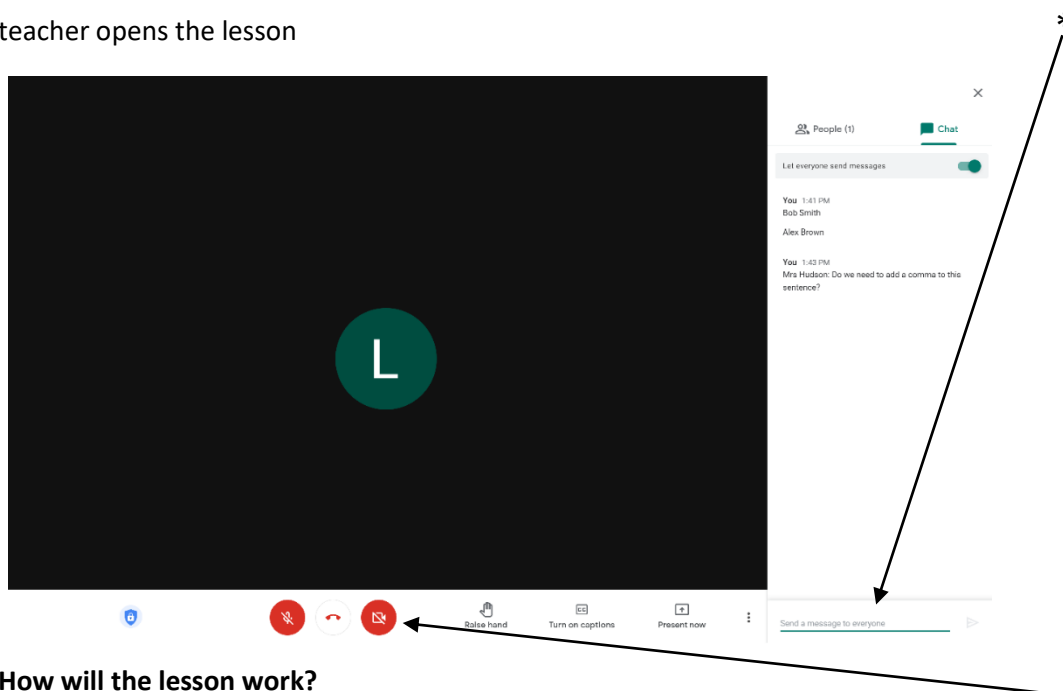


Live Lessons – ‘How to’ Guide

1) How do I join a ‘live lesson’?

- The week before the lesson, you will be notified by school of the time, date and group for your child’s live lesson;
- 10-15 minutes prior to the due start time of the Meet, a Google Classroom ‘Meet’ link will appear with the day’s Assignments in Google Classroom;
- Click on this link to enable you and your child to join in a safe way;
- Switch off your camera and microphone;
- Click ‘Join Now’ and you will join the ‘Meet’
- Use the Message function* on the right hand side to ‘register’ that your child is in the lesson by typing your child’s name and your name too (e.g. Jay Clark and Mr Clark)
- Use the same Message function to help your child answer and ask questions when the teacher opens the lesson



2) How will the lesson work?

- We ask parents / carers to stay with your child to supervise them. **
- You will be able to see and hear your child’s teacher but they will not be able to see or hear you – please keep your camera and microphone switched off**
- The teacher will deliver the lesson, sharing resources via their screen or via Google Classroom, ask questions of the children which will be answered in the Message bar, and then set next steps. You can use the Hand-Up function if you have a question, or write it directly in the Message bar.

3) When my child is accepted into a live lesson (a ‘Meet’) by their teacher, are there certain guidelines for safeguarding which staff, parents, carers and children must follow?

Yes – it is very important that we all follow these expectations so that we can safely and happily progress with learning online together. These are as follows:

Pupils:

- Parents, carers and pupils should always keep their language and interactions appropriate, as they would in face-to-face conversations in school, whether with teachers, or their peers, and remember at all times the Hunsley Primary Values.
- Pupils are expected to attend all teacher scheduled Meets, unless the teacher has been previously notified.
- Parents / carers should ALWAYS make sure they 'leave' the Meet. Always double check and get into the habit of closing your laptop when not in use, to prevent the camera from working regardless.
- Pupils and parents / carers are prohibited from recording or capturing/screen grabbing content from the video call.

Teachers:

- Teachers should record all Google Meet sessions with pupils. This is to support teacher and pupil safety.
- Teachers will not allow attendees to join before host and they will keep a register of attendees, including the adults. This means that pupils will never be left alone in the Meet without their teacher and home adult being present. The teacher will always initiate the Meet and be in control of who joins. Once the Meet is completed, the teacher will remove the link.
- Teachers will always start by making expectations and meeting conduct clear at the beginning of each meeting, including reminding pupils about the school rules and that the meeting will be recorded.
- Teachers will ensure no one else is on view from the camera, and wear suitable and appropriate clothing.
- The teacher has the right to remove a child from a Google Meet if their behaviour is not in line with the school behaviour expectations.
- If the teacher wishes for a child to answer a question, they must request that the child keeps their camera and microphone switched off and answers through the chat function, with assistance from the adult at home if required.
- The teacher will only hold meetings during the school day.
- Teachers will not share a screenshot or the recording of the meeting outside of the school.

Parents:

- Parents are expected to remain with their child throughout the Meet and manage their child's learning behaviours.
- Please find a suitable place for you and your child to access the lesson.
- Parents have ultimate responsibility to make sure pupils attend and follow the correct protocols when online Google Meets are scheduled with teachers.
- Pupils must attend their live lesson at the given time. If your child has a medical or additional needs appointment which is due to take place at the same time, please notify the school in advance.
- Please notify us if you have difficulties with access, e.g. lack of suitable technology or internet service, and we shall look to help sort this problem.
- Please help your child set up and access the Google Meet lesson using the link posted on the Google Classroom assignment. If you have any difficulties, you can contact the school and we will aim to get you online as soon as possible.

- Please make sure that your child is ready 5 minutes before the designated start of the Meet, to ensure that you are on time, don't delay the start and are not locked out of the Meet.
- Please ensure that the child's camera and microphone is switched off at the start of the session. The teacher will never ask your child to switch on their camera or microphone.
- Please discuss with your child the appropriate way to behave in the Meet - in the same way as if they were in school with the member of staff.
- Please DO NOT film the session on other devices as this would constitute a safeguarding and GDPR breach.