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Great Tew Primary School
Great Tew
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10th January 2021

Dear Parents/Carers,

Google Meet Guidelines and Technical Support

As a means of supporting the children while they are not in school, we will be using online class and pupil meetings. Google Meet will be used as a tool to support your child's learning at home and as a way of engaging and maintaining their interest and commitment to learning remotely and keeping the school community alive in as much as we are able.

The basic precepts of our school safeguarding policies and practices underpin all of the following. Pupils are expected to follow all of the guidelines below and behave in the same way as they would whilst learning in school.

Expectations for children during online class meetings:

- 1) Before you start, be aware of your background. Your teacher and classmates will see what's behind you. Make sure it is appropriate and not personal.
- 2) Find a quiet space where you will not be distracted by family members. This should be a family room, not your bedroom.
- 3) Let your family know you will be participating in an online meeting and make sure an adult is in the room with you.
- 4) Think of the space you are using as your classroom. This means you should dress appropriately and keep your conversation and behaviour school-appropriate.
- 5) Remember your **"Google Meet Etiquette"** (shown on the poster attached).

Expectations for all adults present during online pupil meetings:

- 1) Each child should have an adult present in the room during the Google Meet session. The adult should not participate in the meeting but should remain throughout for safeguarding purposes and to supervise the child.
- 2) Appropriate clothing should be worn by all participants.
- 3) Parents and pupils are expected to follow the highest standards of behaviour and their participation in the Google Meet will be terminated if behaviour is of concern.
- 4) Parents and pupils must not record or take photos/screenshots of any lessons.
- 5) Any child protection/safeguarding concerns that may arise from an online interaction should be reported to Mrs Miles, Mrs Butler or Mrs Munson, who are our Designated Safeguarding Leads.

By participating in a Google Meet session, you are agreeing to the following:

When participating in remote learning through the use of video communication, it is important to respect the privacy and rights of our school community for both students and teachers. By participating, you, as students, agree that you may not save, record, share or post a session or any photos/screenshots from a session.

Please remember that all school rules apply during these remote learning sessions.

Google Meet Etiquette

Mute Yourself!



Be on Time!



Turn on Video!



Come Prepared!



Sit Still!



Be Respectful!



Find a quiet space!



Raise your hand to talk!



No eating!



Technical Support

We are very lucky that our school ICT support providers are offering to help parents with any issues accessing Google Classroom or Google Meet from home. Details are provided below. Please contact them if you are having technical difficulties and they should be able to help you. For any other issues with Google Classroom or Google Meet, please contact your child's teacher.

Best wishes, Mrs Lucy Miles

123ICT Ltd. Witney Business & Innovation Centre, Windrush House, Windrush Park Road, Witney
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<http://www.123ICT.co.uk>



SCHOOL CLOSURE IT SUPPORT FOR PARENTS

Helpdesk: 01993 848291

Email: support@123ICT.co.uk

123ICT has made their helpdesk available for our parent community
during our school closure.

Please call them if you require support accessing your child's
online lessons and e-learning resources.

The service is free of charge to our parent community and is available during our school
closure period, providing remote IT support and E-Learning advice.