



If your child is unable to attend school due to:

- Isolating and waiting for a test but feel well enough to do school work
- Isolating after being named as a contact and feel well
- Isolating after a positive test result but feel well enough to do school work
- Class / Bubble / School closure

then we will be educating your child from home.

There will be a weekly timetable accessible through Google Classroom. This will include a mixture of reading, online learning, activities set for different areas of the curriculum, as well as LIVE LEARNING sessions where your child can see the lesson being taught in the classroom or from a teacher's home. These LIVE LEARNING sessions are for set times only and are specified on the timetable. We will be holding these sessions using Google Meet. The link for Google Meet will be on the stream page of Google Classroom. Some teachers may choose to record their lessons instead of live streaming. They will send the link on Google Classroom at the time stated on the timetable. In this case, your child will watch the video and respond using Google Classroom.

We understand that supporting your child with their remote education can be very difficult, especially if you are working from home yourself. Try your best to encourage your child to follow the timetable – our teachers are providing this to try to make it easier for you. If the teacher does not have any contact with your child on either Google Classroom or Google Meet then they will give you a ring to check that all is well and offer any support that you might need. Remember that phone calls from staff will show as 'no caller id'.

### **Yarborough Academy Google Meet Protocols**

#### **What to expect from a Yarborough Class Google Meeting-**

LIVE LEARNING session dates and times will be shared via the class timetable on Google Classroom. The actual meeting link will only be shared securely through Google Classroom on the front stream page at the top.

Just before the LIVE LEARNING session is due to start the teacher will add the Google Meet link to the Google Classroom. They will then enter the meeting immediately. Children will then be able to click on the link to join the meeting.

Teachers will remind all pupils about online etiquette and expectations.

Children joining from home may be muted by the teacher or have the noise of the classroom muted – this will be dependent upon the nature of the activity and to aid a more successful session.

The device being used will have its camera pointing at the teacher's board so that they can see the relevant information being taught.

The link for the meeting will be removed from the Google Classroom immediately after the session has finished so that pupils cannot rejoin the session once it has finished.

## **Before every Google Meet class meeting Parents and Pupils should:**

- Join the link at the time specified on the timetable.
- Be dressed appropriately (no pyjamas!)
- Make sure that any questions, not linked to the conversation, for the members of staff are sent through the appropriate channels rather than being asked in front of all the children.
- Listen and respect each other's comments and points of view.
- Understand that the chat function must be used in line with teacher questions otherwise this could be disabled.
- Only use appropriate topics of conversation.
- Ensure children are supervised at all times.
- Be aware that the session will be recorded for safeguarding purposes.
- Be mindful of what people say and do in the background.
- Remember that this is the child's lesson and to not have anyone else in view.
- Be aware that once the teacher has 'ended' the meeting pupils will be required to leave the meeting and won't be able to re-join as the meeting link will be removed from Google Classroom immediately after the meeting has finished.
- Follow these rules otherwise we may have to remove individuals from the session so as not to spoil the lesson of the others. This will be followed up by a telephone conversation to explain why this has happened.
- If a session has to be cancelled a message will be send via Google Classroom and/or ParentMail.
- Online Safety protocols must be followed by all children and adults. Any inappropriate use of the Yarborough Academy Google email, Google classroom and Google meet will lead to the removal of access for the children. All these programmes are continually monitored by Yarborough Academy.

## **Parent and Pupil Advice**

Parent Guide to Google Meet

<https://www.youtube.com/watch?v=QiLkyQcftXw>

<https://www.net-aware.org.uk/networks/google-meet/>