Udston Primary School

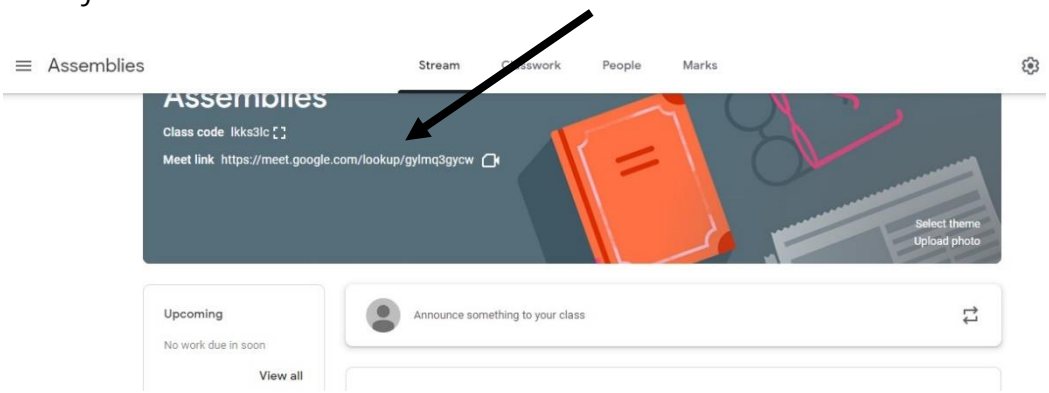
Google Meets

Parent/Carer Information – January 2021

From Monday 25th January, we are looking forward to pupils engaging in 'live interactions' with their class teacher and classmates, in line with National and Local Authority guidelines.

Google Meets

These 'live interactions' will take place through Google Meets, which is accessed within their Google Classroom. This can be accessed on a laptop, desktop computer, tablet or mobile phone with internet access. A microphone and camera are required. They will log into their own Google Classroom and click on the link in the header, indicated in the picture below. This link will only be available five minutes before the scheduled meet.



Recording of Google Meets

These meetings will be recorded for safeguarding purposes, but will not be made available for pupils/parents afterwards for this reason.

Safety

Since Google Meets will be hosted within our Google Classrooms, only children from the class can join.

At least two members of staff will be present during every Google Meet.

A member of staff will disconnect anyone displaying inappropriate use during the Google Meet.

A Google Meet User Agreement is included and should be read fully and discussed with your child/ren. A google document will be posted on your child's Google Classroom to complete. Pupils who have not completed and submitted this form will not be allowed to join their Google Meet.

Attendance

We hope that all pupils will be able to join their Google Meets, as they will provide the opportunity for social interaction, as well as being able to discuss their Remote Learning.

We appreciate that family circumstances are very different and that many of our families are sharing devices. We will try to offer different dates and times of the Google Meets so that pupils can join as many of them as possible.

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Google Meets

The following information is only for the first Google Meet. Details of future meets will be shared on Google Classrooms.

Room 1 (Miss Brown) - Wednesday 27th 10.30am

Room 2 (Mrs Brown) - Wednesday 27th 1.30pm

Room 3 (Mr Fotheringham) - Tuesday 26th 2.30pm

Room 4 (Mrs Reeks) - Monday 25th 9.30am

Room 4 (Mrs Smith) - Wednesday 27th 10.00am

Room 5 (Mrs Hamilton) - Wednesday 27th 2.15pm

Room 6 (Miss Keiss & Miss Munro) - Tuesday 26th 10.00am

Room 7 (Mrs Cowden) - Tuesday 26th 2.00pm

Room 8 (Mr Johnston) - Tuesday 26th 11.00am

Room 9 (Mrs Findlay-Conaghan) - Monday 25th 11.00am

Room 10 (Mrs Simpson) - Monday 25th 10.00am

Room 11 (Mr Cooper) - Monday 25th 1.00pm

Room 12 (Mrs Shaw) - Wednesday 27th 11.00am

Udston Primary School

Google Meets

User Agreement – January 2021

As part of our Remote Learning provision, we will use Google Meets to allow pupils to engage in 'live interactions' with class teachers and classmates.

All Google Meets will be hosted within Glow and pupils will need their own username and password to sign in.

Parents/Carers should not be on screen, or talk during the Google Meet, as this is an opportunity for teacher/pupil interaction only.

Some ground rules to keep everyone safe:

- Pupils should only click the link on their scheduled day/time.
- When you join your Google Meet, you must mute your microphone so that everyone can hear the teacher.
- If your teacher asks, you may use the 'hands up' button to answer a question or to show you have something to share.
- If your teacher says you can, you can use the chat function to reply to questions.
- When the Google Meet ends, you must hang up and leave quickly. The teacher will be the last one to hang up to ensure everyone has left.
- Follow our school charters during your Google Meet.

Further information for Parents/Carers:

- Google Meet is not a time for parents/carers to ask questions. If you have any questions or queries then they should email the class teacher directly, send a private message via Google Classroom or contact the school office.
- All Google Meets will have two members of staff online and will be recorded for safe guarding purposes. These recordings will **not** be shared with other pupils/parents.