



Code of Conduct for Google Meet

Castle Camps Primary School's preferred method for face to face contact is Google Meet. This will allow teachers and staff to make contact with pupils, share information and conduct meetings.

The purpose of Google Meet calls is to provide:

- regular face to face contact with children within the class
- the opportunity for teachers to share learning overviews with children
- checks on children's learning and/or wellbeing
- short teaching sessions to explain tasks and support learning.

PLEASE NOTE: These sessions are for children, not adults/parents. When your child is accepted into a video chat by their teacher, there are certain guidelines we all must follow.

Children	Teachers	Parents
• Children must put themselves on mute, and remain on mute, until they are invited to speak. • Children should only share screen content, if the teacher has agreed; do not annotate over documents that are shared. • Children must wear suitable clothing, as should anyone else in your home. • Children should find a suitable quiet environment, for example, in a shared part of the house i.e. not in bedrooms or bathrooms; and the background should be blurred if possible and if not, should be appropriate. • Children should always keep their language and interaction appropriate, as they would in face to face conversations, whether with teachers, or their peers. • Children should ALWAYS make sure they leave the Meet. Always double-check and get in the habit of closing your laptop when not in use, to prevent the camera from working regardless. • Children are prohibited from recording or capturing/screen grabbing content from the video call.	• All Google Meet sessions will be led by the teacher (or Teaching Assistant) whilst in the school setting. • Teachers will ensure that only the children with parental consent to join Google Meet are able to attend the meeting. • Teachers will not allow attendees to join Meet before they have set the host controls. • Teachers will ensure that attendees are muted as they join the meeting. • Teachers will make expectations and meeting conduct clear at the beginning of every meeting. • Teachers will ensure no one else is on view from the camera and that children are wearing suitable and appropriate clothing. • The teacher has the right to remove a student from a Google Meet if their behaviour is not in line with the school behaviour expectations. • Teachers will only hold live meetings with a manageable amount of children and during the school day. • Teachers should stop any pupil attempting to record the meeting.	• Parents have ultimate responsibility to make sure children follow the correct protocols when online Google Meetings are scheduled with teachers. • Parents should be aware of the remote learning content for their child, by regularly checking the school's chosen online platforms – Google Classroom (Y1-6) and Tapestry (EYFS). • Parents should help their child set up and access the Google Meet lesson using the link posted. • Parents should make sure that their child is ready 5 minutes before the advertised start of the meeting, to ensure that they are on time, that they don't delay the meeting and are not locked out. • Children must be appropriately dressed for meetings. Nightclothes are unacceptable. • Family members must be appropriately dressed, out of camera shot and do not contribute to the video call. • Children should understand the appropriate way to behave in the meeting - in the same way as if they were in school with the member of staff. • Please DO NOT attempt to film the session.