



Expectations of use for Google Meet (for pupils, parents and staff) live remote lessons

When teaching remotely we have to adapt our methods of delivering lessons to allow students the best possible outcomes. One of these methods is the use of face to face video conferencing or teaching via Google Meet. These sessions allow students to connect with the teaching staff and also their peers to further enhance the remote learning experience. The Adeyfield Academy acknowledges that in the interests of safeguarding all pupils, staff and parents should be made aware of their expectations when using these platforms. We expect all participants to follow the guidelines below.

We ask parents/carers to share these expectations with their children.

Pupil expectations:

- ***Pupils should be aware that all sessions are recorded.***
- All pupils should follow their regular timetable and join the Google Meet via the link on the home page of the relevant Google Classroom.
- Pupils must wear suitable clothing, as should anyone else in the household.
- Any computers used should be in an appropriate area, for example, not in bedrooms; and where possible be against a neutral background.
- Take notice of the expectations set out by the teacher at the beginning of the session.
- The Behaviour for Learning Policy should be upheld at all times.
- The School values will also be demonstrated between all children and to the staff member leading the session.
- The session footage is not to be shared to any other parties. It is a serious offence to use recorded materials of a third party without their prior consent.
- Screenshots or sharing of any footage will be dealt with very seriously and in accordance with our Behaviour for Learning Policy.
- Make sure on entry to any online platform your microphone is on mute.
- Language must be professional and appropriate, including any family members in the background.
- Pupils can ask questions directly to the teacher via the chat/comment box (Google meet).

Participants must follow the expectations set out by the teacher at all times. Parent expectations:

- Encourage and support their children's work, including: Finding an appropriate place to work, checking that they are attending the scheduled Google Meets and that they remain engaged during this time.

- Language must be professional and appropriate, including any family members in the background.
- Ensure that their child wears suitable clothing, as should anyone else in the household.
- Parents will refrain from interacting with the session.
- Parents should contact their child's tutor/Head of Year if they have any concerns or alternatively the school's Designated Safeguarding Lead (Mr Crawford) if the concern is of a safeguarding nature.

Staff expectations

- All Live Lessons will be found, by students, via the link at the top of their Google Classroom.
- The call **will be recorded** by the teacher but only the teacher is to record the session.
- Staff must wear suitable clothing, as should anyone else in the household.
- Any computers used should be in an appropriate area, for example, not in bedrooms; and where possible be against a neutral background.
- Staff will set out expectations of the students as they open the meeting.
- Language must be professional and appropriate, including any family members in the background.
- Staff will ensure that engagement with Remote Learning is monitored through the submissions on Google Classroom. Live Lessons are a supplement to assigning work on the Google Classroom not a substitute for it.
- All staff will act in accordance with the expectations set out in the school's staff code of conduct.
- ***The person/s leading the session will log with the schools Designated Safeguarding Lead, noting any behaviour, not in line with our Behaviour for Learning Policy.***
- *Staff will complete a SIMS register using a B or N mark. Student attendance can then be followed up by the relevant Head of Year.*

We ask for all families to share these expectations with their children. We hope that the use of these platforms further enhances your child's online experience and at the same time has a positive impact on their wellbeing.

Kind regards,

Mr B Crawford

Vice Principal