

Dear Parents/Carers,

As part of our Remote Learning Offer, teachers will be conducting Google Meet calls to support students with their learning, and ensure we stay in constant communication with students during this time.

Google Meets will be offered in two forms:

- Check In/Attendance calls, which provide students an opportunity to check in with their teacher and to talk to others in their class.
- Teachers will be available for two, one hour drop in sessions each day - one in the morning and one in the afternoon (Your child's teacher will provide you with a timetable). These sessions are designed for students to ask their teacher for support with their learning. Students do not need to notify teachers they will be joining, they 'drop in/out' throughout this scheduled time as often as they need.

If your child is not available for a call during the times provided, a separate phone call (not via video) will be made to your child within the week, to ensure we are able to communicate with every child each week.

**Please Note:** Students MUST be logged in with their school Google Accounts or they will not be able to join the calls. Google Meet is blocked for children, unless a teacher is already present in the call room, so students will need to ensure they do not log in earlier than their allocated time as they will receive a blank screen. Once your child's teacher is online, they will have the option to join the call.

Please read through the accompanying information with your child, so they are aware of the expectations for their involvement in the video calls.

If you do not want your child to participate in Google Meet calls, or you have any concerns, please contact your child's teacher.

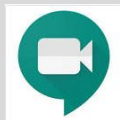
Yours Sincerely,

Sheree Oliver  
Head of Computing

# TEACHER MEETS

## How to join a virtual hangout with your teacher

### You will need:



If you are using a tablet or mobile phone then you will need to download the free video conferencing app 'Hangouts Meet' by Google.



Your child will need to sign into their school Google account in order to join the video call.



Your child will also need to log in to Google Classroom to receive the link to join the video call.



Links can also be sent via Class Dojo or parent email

PLEASE NOTE - once the link is clicked, you MUST log into Hangouts Meet with your child's school account.

### Signing into Google Classroom:

- 1) Ensure that **ALL other accounts** are logged out of Google. This includes Gmail, Google Docs, Google Slides, Youtube, etc
- 2) Go to [classroom.google.com](https://classroom.google.com)
- 3) Sign in with your school username followed by @earlsmead.co.uk  
[sample@earlsmead.co.uk](mailto:sample@earlsmead.co.uk)  
Your password is the same password you use to log into Chromebooks at school.
- 4) If your child has forgotten their username or password, email their classteacher using the class email address.

### The Video call:

The video calls will last for 15 minutes and will take place in small groups, of no more than 6 children, depending on the children's age group. Each group will be given their own unique link to join their meeting for their allotted time. Your child will receive a post on Google Classroom, Class Dojo or email, each week with the link to their group video call. Clicking on the link will take them to the video call.

If you have received the video call link via Class Dojo or Email, please ensure that you choose your child's school account to access the Video Call, otherwise their request to join will not be accepted.

If your class teacher is not available, calls will be made by the class teaching assistant or another member of staff.

## Taking part in the Video Call:



You can change the layout of your screen by tapping on the three dots.

Your teacher/teaching assistant may ask you to turn off your microphone to make it easier to take turns to talk to each other. Your teacher has access to turn off your microphone, and controls your access to the video call.

Teachers can also see when a student's video is turned on/off.

At the end of the meeting, don't forget to hang up!

**Students will not have access to Google Meets without a teacher present**

## Guidelines for participating in Video Calls:

- Be kind
- Allow everyone to have a turn to speak
- Ask each other questions
- Treat the video call like a classroom - the same rules apply - remember this when choosing topics of conversation
- Ensure you have no one visible in the background when your video is on
- You must be wearing clothes appropriate for school (no pyjamas!)
- Try to sit in a quiet space (preferably not in a bedroom) with a plain background (for example a wall)
  - if this is not possible, be mindful of the conversations happening in the background as everyone on the video will be able to hear them.
- All video calls are overseen by the Computing Lead and Senior Leadership team.
- If participants do not follow these guidelines- it may result in their access to the day's video call being denied. A follow up call will then be made either by the class teacher, or a member of the Senior Leadership team.