

Easingwold Community Primary School

Live Session Parent Guide

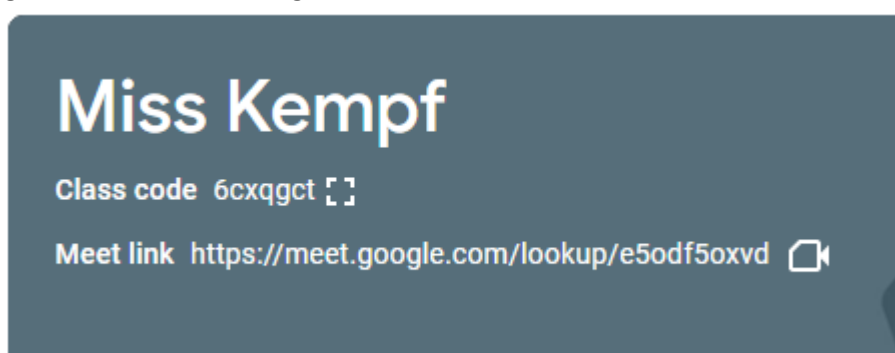
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The purpose of this guide is to give support and information for parents to join Google Meets with children at home. This is so that children can have daily interaction with teachers and friends to support their wellbeing and their schooling.

General guidance:

- Children using tablets, kindles (Amazon Fire) or phones may need to download the app called 'Google Meet' or 'Google Hangout' (they are the same) before they can access the call.
- Laptops or PCs should be able to click on the link in the child's Google Classroom and access through the internet. See image below for where to find the link in Classroom.



- If you are using Google Classroom on an Xbox or PS4 (here is a link on how to use if you need it: <https://www.youtube.com/watch?v=e9HaCNKgAak>) then you will need to download the 'Google Hangout/Meet' app and login using your Google Classroom details.
- If a child is removed from the call they cannot re-join during that session.

Permission guidance:

- If children do not have permission to be on Google Meet or Teams, as sent out on a form via email in the week beginning 4.1.21, they cannot join the calls. If they do join without permission, they will be politely asked to leave. If you have not given permission yet, please fill out this form: https://forms.office.com/Pages/DesignPage.aspx?lang=en-GB&origin=OfficeDotCom&route=Start#FormId=927uzKc1nku6Ef_Bu1Bsp0xTUCL-2u1LIFPeY8eDccJUOTY5NDdMSkIZNzdFRzNBQIRaQUw3WIMxTS4u
- If children do not have an adult supervising them when joining the call at home, they cannot be on the call and if they join without supervision, they will be politely asked to leave. A parent or guardian only needs to be in the same room as them, not present on the video.

Recordings of live sessions:

- All live sessions will be recorded by the teacher for safeguarding purposes. They will not be shared after the call.
- Live sessions will be stored securely at school but not shared with anyone outside ECPS.

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Google Meet Session guidance

The screenshot shows a Google Meet session in progress. A woman is visible in the main video window. The interface includes a top navigation bar with tabs for 'My Drive - Google Drive', 'Miss Kempf', 'Meet - wxm-hwyd-yxu', and 'Meeting | Microsoft Teams'. The main window shows the video feed. On the right, there is a sidebar with 'People (1)', 'Chat', 'Add people', and 'Host controls'. Below the video, there is a control bar with buttons for 'Mute', 'Hang up', 'Toggle Video', 'Raise hand', and 'Present now'. A 'More options' menu is also visible. Callouts point to these controls with the following text:

- Chat – send message to teacher
- Pin - Teacher video always visible on screen
- List of who is in the call
- More options – check audio/video settings.
- Mute button – toggle on/off
- Hang up/leave session
- Toggle Video camera on/off
- Raise hand to ask or answer a question

- Meetings will begin promptly at the time stated on your daily announcement and will be the same every day.
- Please join the meeting promptly in a quiet space and appropriately dressed for school.
- Ensure your child has a pencil and paper ready.
- Ensure you stay in the room with your child for the duration of the call.
- Once you have joined the meeting and alerted the teacher to your presence, please remain on mute unless otherwise asked.
- Children's behaviour will be monitored throughout the session and children will be given 2 chances if they are not behaving appropriately. If, after these 2 chances, they do not do as they are asked by the teacher, they will be removed from the call.
- Calls will last between 10 and 20 minutes depending on the year group.
- The Whole Class live sessions will comprise of:
 - A wellbeing check in.
 - A school work question and answer session.
 - A short teaching section or game.
- Your teacher may suggest a 1:1 call to help your child with work if they feel it is necessary and will help. If so, they will message your child on Google Classroom. The permissions and guidance for these calls are the same as for whole class live sessions.