



Stanley Park Junior School's preferred method of face to face contact is Google Meet. This will allow staff to make contact with pupils, share information and conduct meetings.

The purpose of Google Meet calls can include:

- Regular face to face contact with as many children as possible in the class
- Checking in on children's well-being
- Celebrate achievements of pupils
- Allowing staff to share class feedback

Teachers may also use these opportunities to share stories, play games answer questions, lead debates and allow children to share things they are proud of/need support with.

PLEASE NOTE: These sessions are for children, not adults/parents. When your child enters the Google Meet they must follow the guidelines below:

Pupils	Teachers	Parents
<ul style="list-style-type: none"> <li>▪ Pupils should mute themselves on entry and then stay on mute until they are invited to speak.</li> <li>▪ Pupils must wear suitable clothing, as should anyone else in your home. (no pyjamas)</li> <li>▪ Pupils can choose whether or not to turn their camera on</li> <li>▪ Use the hand up tool if wanting to speak</li> <li>▪ Use the chat facility to respond to tasks</li> <li>▪ Pupils should find a suitable quiet environment within 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.</li> <li>▪ Pupils should always keep their language and interaction appropriate, as they would in face to face conversations, whether with teachers, or their peers.</li> <li>▪ Pupils should not share screen unless requested</li> <li>▪ <b>Pupils are prohibited from recording or capturing/screen grabbing content from the video call.</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ All Google Meet sessions will be led by the teacher preferably at school but if at home with a blurred/neutral background</li> <li>▪ Two members of SPJS staff will be on the Google Meet. Should this not be possible, the meeting will be recorded for safeguarding purposes.</li> <li>▪ Staff will keep a list of attendees.</li> <li>▪ Teachers will put the link at the top of their Google Classroom or post a link in the stream.</li> <li>▪ Teachers will ask pupils to mute as they join the meeting.</li> <li>▪ Teachers will make expectations and meeting conduct clear at the beginning of each meeting, including the school rules.</li> <li>▪ Teachers will ensure that pupils in school are not visible on camera.</li> <li>▪ Staff must wear suitable and appropriate professional clothing.</li> <li>▪ 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.</li> <li>▪ Staff must ensure that they are last to leave the Google Meet and then reset and disable the Google Meet link until the next week.</li> <li>▪ Only hold Google Meets during the school day.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Parents have ultimate responsibility to make sure pupils follow the correct protocols when online Google Meetings are scheduled with teachers.</li> <li>▪ Parents should be aware of the Remote Learning Content for their child, by regularly checking Google Classroom.</li> <li>▪ Please help your child set up and access the Google Meet lesson using the link or code posted into the Google classroom and login to their assigned school Gmail account .....@spjs.co.uk</li> <li>▪ Please make sure that your child is ready before the start of the meeting</li> <li>▪ Please ensure your child is appropriately dressed for meetings. We would expect pupils to be fully dressed (no pyjamas)</li> <li>▪ Please ensure other family members are appropriately dressed and out of camera shot and do not contribute to the video call.</li> <li>▪ Please discuss with your child the appropriate way to behave in the meeting - in the same way as if they were in school with the member of staff. If a child is behaving inappropriately, the school may need to remove them from the meeting</li> <li>▪ <b>Please DO NOT film the session on another devices this is a safeguarding and GDPR issue.</b></li> </ul>