



Google Meet 'Live Sessions'

Guidance for Parents/Carers

Dear Parents/Carers,

Week commencing Monday 1st February 2021, we will begin 'live sessions' for pupils in KS1 and KS2 using 'Google Meet', which can be accessed through Google Classroom. The first of these sessions will provide pupils with an opportunity to meet with their peers and class teachers by sharing a story and engaging in an activity to promote well-being.

For pupils in EYFS, once you have signed the Acceptable Use Policies, you will receive an email from the school office inviting you to Google Classroom. Please follow the instructions to add your child to this platform. As our Reception pupils are signing up to Google Classroom this week, live sessions for this year group will commence the following week (Monday 8th February 2021). We will send out further information regarding the time of these sessions next week.

For pupils in KS1 and KS2, please see the timetable below to view when your child's first session will take place. There will then be a live session each week, which will be at the same time as outlined on the timetable below up until half-term. Further details regarding the session will be posted onto your child's Google Classroom. If your child is in school, you will also need to sign the addendum to our AUP giving permission for your child to take part in these sessions.

Below, you will find instructions on how to access the 'live sessions'. Before your child is able to join in with these sessions, you will need to have read and signed the addendum to our Acceptable Use Policy to ensure that both you and your child are aware of the procedures and expectations for staff, pupils and parents.

Please follow the link at the bottom of the Acceptable Use Policy to sign the Google Form.

Kind regards,
Mr Sheehan

Timetable: Week Commencing Monday 1st February 2021.

Class	Day	Time
St Pius	Friday 5th February	11.00 AM
St Bernadette	Friday 5th February	11.30 AM
St Clare	Thursday 4th February	9.30AM
St David	Thursday 4th February	10.30AM
St Peter	Thursday 4th February	11.00 AM
St Cecilia	Thursday 4th February	11.30 AM
St Andrew	Wednesday 3rd February	9.30AM
St Patrick	Wednesday 3rd February	10.30AM
St Anthony	Wednesday 3rd February	11.00 AM
St Catherine	Wednesday 3rd February	11.30 AM
St Joseph	Tuesday 2nd February	9.30 AM
St Francis	Tuesday 2nd February	10.00 AM

Corpus Christi Catholic Primary School

Protocol for Live Google Classroom Sessions

Acceptable Use Policies Addendum January 2021

Protocols for students

- A 'classroom standard' of behaviour and language will be expected of all children. We want you to be ready to learn, respectful and safe.
- Children should talk with their parents/carers about finding an appropriate location in their home to access live sessions as noted in the Acceptable Use Policies and think carefully about what can be seen in the background behind them when they are on screen.
- Children must wear suitable clothing for live sessions.
- Sitting at a table or in a chair will help keep the camera focussed on children's heads and shoulders.
- Parents should help to set pupils up for the meeting and supervise them as necessary so that they are able to engage.
- Children will only enter the Google Meet room when the teacher(s) have joined and leave the session promptly when instructed. A register will be taken at the start of each session.
- Children will keep their camera off when they join the meeting and only turn it on when advised to by the teacher.
- Children will keep their microphones on mute until they are requested to unmute their microphone by their teacher.
- Children will not be permitted to photograph or record any part of a live session.
- Children will be directed by their teacher as to when they can use the chat feature for valid learning purposes only.
- Children should go to the toilet before the session. Should they need to go during the session, they must leave the meeting. There is no need to request permission, ask in the chat or 'raise your hand'.

Guidance for parents

In signing Corpus Christi Catholic Primary School's Acceptable Use Policy at the start of the academic year, parents/carers have agreed to:

- *Encourage children to engage fully in home-learning during any period of isolation/quarantine or bubble/school closure and flag any concerns.*
- *Support the child during remote learning to avoid video calls in a bedroom if possible and if not, to ensure the child is fully dressed and not in bed, with the camera pointing away from beds/bedding/personal information etc. and the background blurred or changes where possible*

In Signing that you have read and understood this addendum to our policy, you are agreeing to the following:

- In allowing your child to join a live session, parents/carers are agreeing to them joining with their video and microphone, and the knowledge that the session will be recorded by the school for safeguarding purposes. If you **DO NOT** want your child to participate in these sessions **at any point**, please contact the school via the email address office@corpuschristi.rbksch.org
- Parents/Carers understand and agree to uphold the protocols for students.
- Parents/Carers will not be permitted to photograph or record any part of the session.
- The live interactions are for Corpus Christi Catholic Primary School teaching staff and students only; others are not permitted to participate in the session.
- Parents/Carers should help to ensure that their child accesses the lesson in a suitable environment which is conducive to learning and that their child is appropriately dressed.

Please follow the link below giving permission for your children to take part in these live sessions

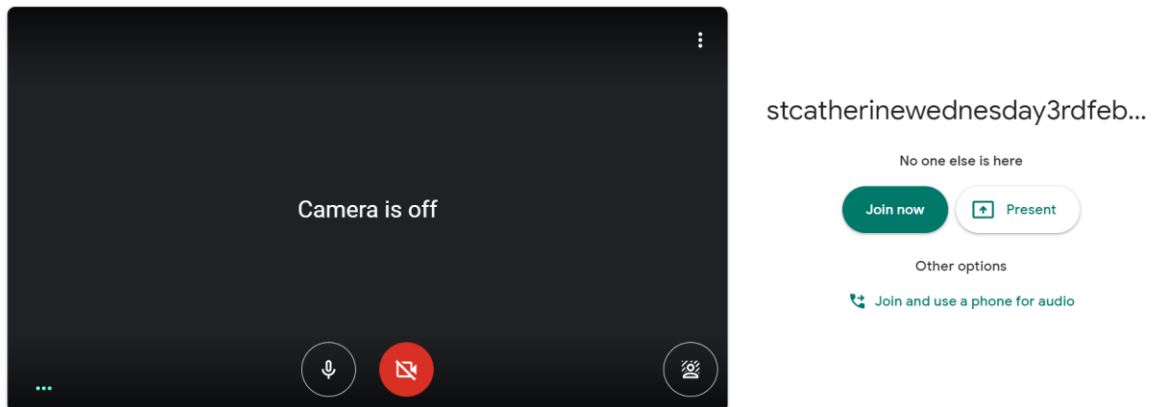
https://docs.google.com/forms/d/e/1FAIpQLScw_WBBhY5FVhgyRbV5zq7LfSxB1rdIKU-vvIMdIMy5eCMO-Q/viewform?usp=sf_link

Parents Instructions for accessing 'Live Sessions'

- 1) Log in to Google Classroom
- 2) Click onto the 'Meet Link' option at the top of the stream at the allocated time. You will see that there is a code rather than the wording shown below.



- 3) Click 'join now' on the next screen – you will then be invited into the session by the 'host' (Class teacher(s)).



- 4) As soon as you have entered the session, keep your camera off until instructed by the teacher to turn it on and click on the microphone to ensure you are muted.
- 5) Be ready to listen to the instructions by your class teacher.