

### **Live google meet Lessons – Guidance for Students**

We are pleased that we now have live google meet sessions as part of your lessons to support your learning. I wanted to take this opportunity to ensure you are clear on the guidelines which need to be followed in these sessions. These lessons will be accessed via your Google Classroom or school email account, so please make sure you are checking this regularly.

Before taking part in any google meet live sessions, please read the guidance below very carefully:

- Ensure that you have completed all of the necessary reading/ prep work before joining the lesson, as if you were in school. If the session is more of a 'surgery', make sure you have your questions/ the areas you found difficult ready to discuss with your teacher. They won't be able to help you effectively if you say 'I just didn't get it'!
- Make sure if you have found the work challenging that you have made a list of questions you would like to ask the teacher rather than simply telling them you don't understand.
- You must join all meetings using your school email address
- If you're joining on a desktop or laptop, make sure you are using Google Chrome as your browser
- Some teachers may prefer to run the sessions with the cameras off - if the teacher requests you do this please make sure you have turned your camera off before joining the session. It is also fine if you prefer to have your camera off. The main thing is that you're there and taking part.
- Don't worry if you don't have all the tech! If you don't have a webcam or a microphone, you can still join the lesson, listen to what is being said and use the chat function to contribute to the lesson/ answer your teacher's questions. We do have technology to support students accessing these sessions if you don't have the technology you need at home. Please contact either Ms Oxley-Hughes, Ms Taggart or Mr Hain if you need support with this.
- Join meetings using the link or code your teacher sends you, either on the stream of your Google Classroom or via email. For more detailed guidance, see here:  
[https://support.google.com/edu/classroom/answer/6020297?hl=en&ref\\_topic=9049977](https://support.google.com/edu/classroom/answer/6020297?hl=en&ref_topic=9049977)
- Ensure that your parent/carer is aware when the lessons are taking place
- Ensure that you are appropriately dressed and in an appropriate place to take part in the video lesson (i.e. not in your bedroom with the door closed, not in the bathroom etc.). Ideally, you should sit at a designated workspace to take part in the video lesson (e.g. a desk, kitchen table etc.)
- Ensure that you conduct yourself as you would in school; politely and maturely. Parents will be informed if any member of the group does not conduct themselves in a way that the member of staff feels appropriate
- Some sessions will be recorded for safeguarding reasons and teachers will ask you for permission before they begin.