

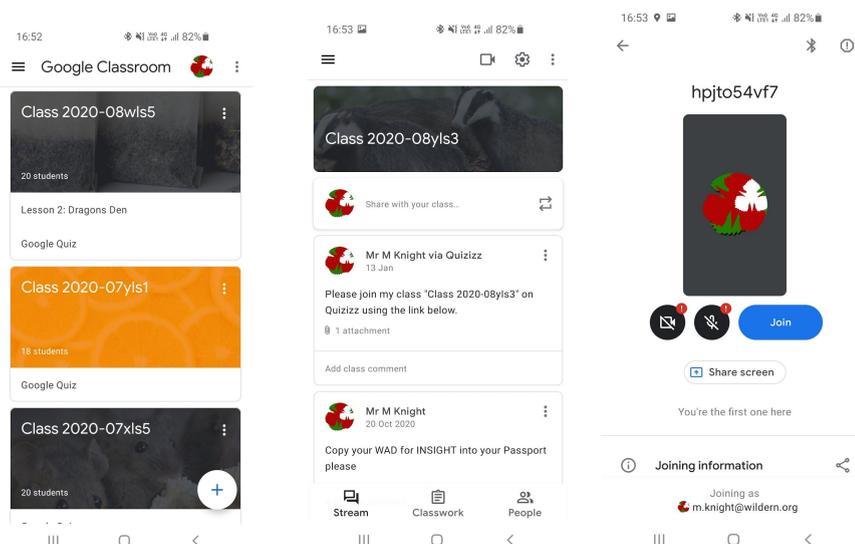


## Google Meet Tutor Session/Subject Surgeries Protocols

As we enter into Subject Surgeries and Tutor sessions, we thought it important to share a reminder of some ground rules so that all participants are following the same protocol which should ensure everyone's wellbeing.

### At the start of your Google Meet students/staff must:

- Arrive promptly, following the times you have been given from your teacher.
- Subject Surgeries/Tutor sessions should be during your timetabled lesson for each subject.
- Tutor sessions and assembly tutor sessions should be as scheduled
- Open the Google Meet link that will be visible in Google Classroom and click 'Join' (please ensure this is your school Google/Email account or you will be unable to access the Meeting).
- [Click here](#) for a video guide on how to find and join your session
- On a mobile phone/tablet Google Classroom can be downloaded as an app. Login with school details. Find the classroom and click on the video link above the class name as shown below.



- Login using your first name and initial of surname i.e. Simon H or Mr K Jones if it does not already show your school username
- Make sure your camera is switched **on**, with your face visible, background is blurred or plain and you are on mute.

### **We expect students/staff to:**

- Not share the meeting link with anyone else outside of that class.
- Conversations should take place in appropriate rooms eg, kitchen, lounge, study and not in a bedroom. All participants should be appropriately dressed as they would be for a real life face to face meeting.
- No conversations should be recorded or photos/screenshots taken apart from the recording of the meeting that the staff member hosting will control inline with our Trust Privacy policies.
- Please ensure you enable video where possible so that participants can see each other as this is the purpose of these touch base sessions.
- During the meeting, please keep your device stable so that your image is not constantly moving around
- Follow the normal school behaviour expectations - not calling out, not using mobile phones for social purposes, not holding up or displaying anything inappropriate.
- Use the chat feature for academic purposes including communicating with their teacher or peers as directed only.
- Reconnect if they lose connection for any reason. If you are experiencing technical difficulties please send an email to your class teacher/class there is a link in Google Classroom to do this.
- As best as possible siblings/children/pets should not be in the room when the meeting is taking place
- Please note that in the extremely unlikely event of verbal abuse, staff will end the meeting and refer the matter to the Senior Leadership Team to look at the recorded footage.

### **Parents/Guardians can support their child(ren) by:**

- Testing Google Meet on the device in advance of the meeting as shown below. We know for many of your child(ren) they will be using their phones for this
- Ensuring they have a quiet space where they can focus
- Ensuring they attend all Google Meet touch bases promptly.
- Ensuring they are dressed appropriately for a school touchbase. (But not in school uniform)
- You can be in the room when the touchbase is happening but please can we ask that you are not on camera or talking to the class
- Ensuring they are aware of the school's behaviour expectations.
- If your son/daughter has a Chromebook these will work well for the meetings
- The touchbase session via Google Meet will work on a mobile device so if computers are set up in bedrooms or devices are being shared at home they don't need to be moved/used for the meetings.
- Make sure their camera and microphone and volume are fully enabled in the settings and that they have allowed the system to access them
- Ensure they have muted their microphone when not speaking to minimise noise interference for others? ie if someone is playing the guitar next door it will constantly interrupt those who are speaking

- Better sound is achieved if only one person speaks (closely) to the microphone at a time or using microphoned headphones that might have come with your phone.
- If your child is unable to adhere to the behaviour expectations, they will be removed from Google Meet touchbases and will access their work solely via Google Classroom.
- To keep your child safe online, students will not be admitted from the waiting room unless they use their correct name as outlined above.
- Any IT problems please contact the school in the usual way.

**Please test the technology before the touchbase session so that they can join on time**

Please [click here](#) to test Google Meet works. Click “start a meeting”, type your initials as the meeting name, and allow camera/sound and you should be able to see yourself. If you can then everything is in place for the meetings. Just look out for the meeting times in Google Classroom.