



## Google Meet – Remote Learning Guidelines



We've included a few points below to help ensure successful remote learning meetings and teaching sessions. We would be grateful if you could take this into consideration before preparing for the class Google Meet.



Please be on time and prepared with your device charged.



Consider your surroundings. Find a good spot in the house (not in your bedroom) with few distractions and an adult nearby.



As this is a school meeting, please make sure you are wearing suitable clothing and anyone in the background is too. Children should not be eating during a session.



Teachers will arrive before the start time and be the last to leave the meeting. While you are working independently, there will be times when you can dip in and out of the Google classroom to ask for help.



When you join the lesson, please say hello then mute your microphone to eliminate background noise. Remember, the lesson is being taught to children at home and at school and it won't be as easy to discuss things in the way we normally do.



Only one person is to speak at any one time, just like sharing time or circle time.



Use hand signals to communicate with your teacher:

Thumbs up = Yes

Thumbs down = No

Hand by ear = Can't hear

Raise Hand = Have a comment



There will be times when your teacher will share their screen in order for you to see the PowerPoints that you need for the lesson.

During this time, your teacher can't see everyone so don't be frustrated if your viewpoints aren't heard.



Please be considerate and make sure you are listening to others and contribute responsibly using kind words.



You mustn't take screen shots at any time during the meetings.



Morning sessions will have two members of staff in the Google Meet lesson. However, there may only be the class teacher in the afternoon. If either member of staff feels that any of the rules above aren't being followed, you will be removed from the session.



Any safeguarding concerns should be raised with the Designated Safeguarding Team - Mrs Hulley, Mrs McAleeny and Mrs Such.

We can't wait to see you in our  
remote learning sessions!

Love from all the Gayton Staff

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