

Friday 8th January 2021

Dear Parents and Carers,

Google Meet Guidance and Rules

Starting next week, we will be introducing daily 'Team Time' using Google Meet. These meetings will usually be hosted by your child's class teacher but might be hosted by a different member of staff on some days. The meetings will last approximately 15 minutes.

We have put together a timetable that takes into consideration siblings sharing devices. This timetable is for next week only (11th January – 15th January) and may be revised for the following week if needed.

Opal & Pearl	1.15pm
Moonstone	1.15pm
Diamond	1.15pm
Ruby	1.45pm
Garnet	1.45pm
Emerald	2.15pm
Jade	2.45pm

Amber	10.45am
Citrine	10.45am
Topaz	10.15am
Turquoise	10.15am
Aquamarine	9.45am
Sapphire	9.45am
Amethyst	9.15am
Tanzanite	9.15am

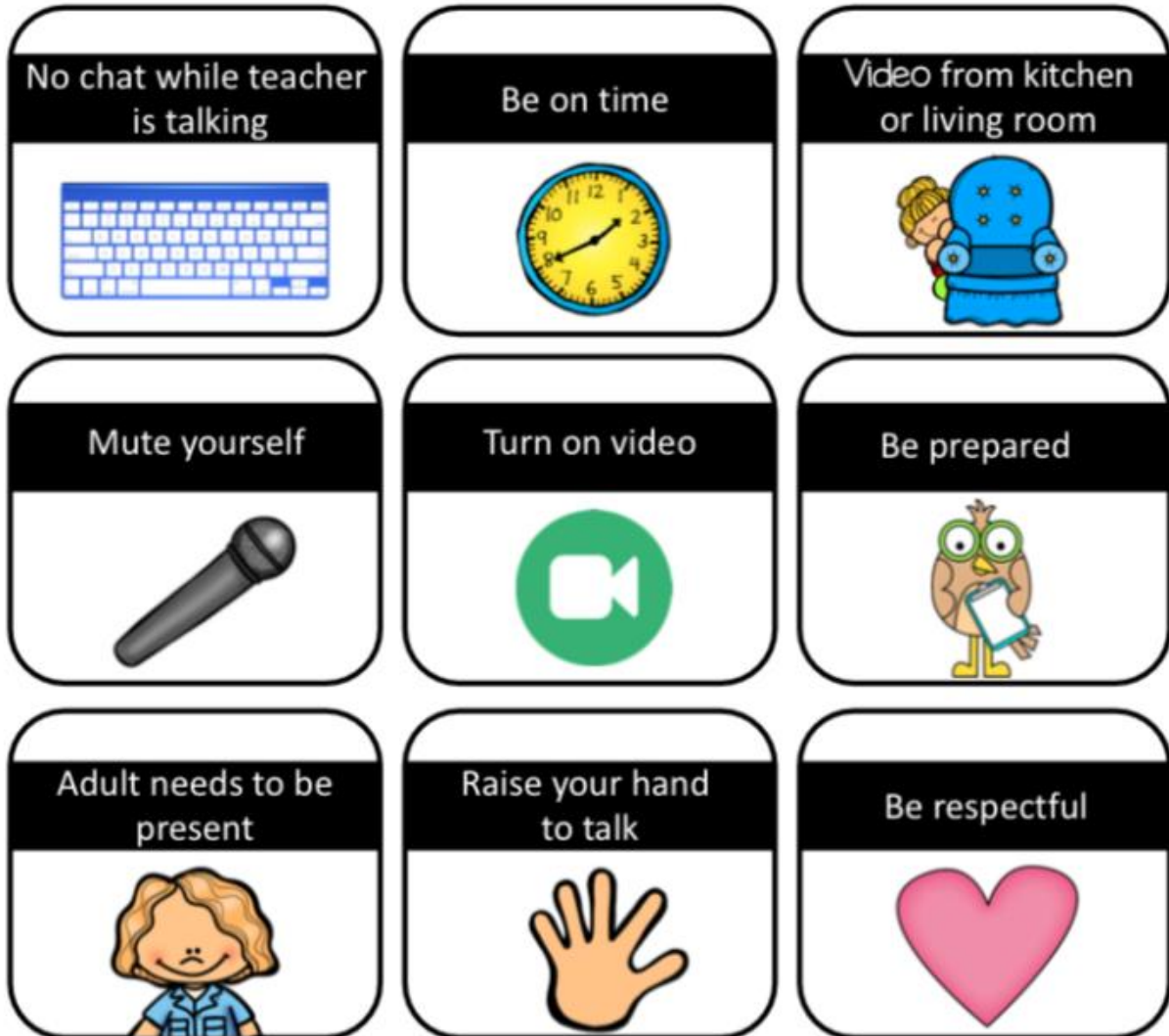
To join the Google Meet call, you will need to click the link on the main stream on Google Classroom. Teachers will not post the link until the time of the call.

For safeguarding purposes, we ask staff and families to follow these rules whenever using video calling:

- An adult supervises children using Google Meet
- The call will be recorded by the teacher – the video content will remain on the school drive and will not be shared outside of our organisation
- Staff, pupils and anyone else in their households must wear appropriate clothes
- Calls should not be held in bedrooms, and participants should take surroundings into account
- Children's microphones must be on mute at the beginning of the call and when the member of staff instructs
- Language must be professional and appropriate – this includes family members in the background
- Pupils must leave the Google Meet call when their teacher asks them to – the teacher will always be the last person in the meeting

If you and/or your child does not agree to these terms, you must not join the Google Meet call.

Basic Rules for Children:



Please discuss these rules with your child before the first session. Your child's teacher will also go through the rules during the first meeting.

Thank you for your ongoing support,

Bovingdon Primary Academy