

## **Google Meet Video Chat – Expectations for Children**

Google Meet (or Google Hangout as it is also known) is an online video tool that allows children to communicate with their teacher in real time. To participate in a Google Meet, you will need a laptop, computer or tablet with a webcam and microphone (most current laptops/ tablets already have these pre-installed).

In order for the video meeting to run smoothly and safely, we kindly ask that parents/ carers read the expectations below before their child participates in the session.

### **How to join the Google Meet session:**

**Please note that for the safety all participants, Google Meet sessions will be recorded by the teacher.**

1. You will have received your child's allocated time for the Google Meet session. To enter the Google Meet room, click on the invite link that will be available to groups of children on the new **'Google Meet' topic page stream** within Google Classroom (at the top of the page). Please note, **the invite link will appear a few minutes before children's scheduled meet times start.**

**The Google Meet link will work on a laptop or desktop - it will use the google app automatically (we recommend using Google Chrome as your web browser but it is not essential). On iPads and tablets, phones etc – you will be advised to download Google Classroom & Google Meet from the APP store.**

We have scheduled groups of children to meet at different times, therefore the invite links will go live on the stream at different points throughout the day; these can only be viewed by the children, who are taking part in their Google Meet session (6 at a time). We kindly ask that parents ensure that their child is logged onto Google Classroom a few minutes before their allotted time, so that they can access the link and there is no delay to the start of the meeting.

2. Once you have clicked the invite link, please click the **"Ask to Join"** button.
3. Wait to be admitted by their teacher.
4. Enjoy the catch-up conversations **(the session will last for 15 minutes).**

5. At the end, children wait to be removed by their teacher.

**Key expectations for children during Google Meet sessions:**

When your child is accepted into a video chat by their teacher there are key guidelines that they must follow.

- Children are to find a suitable quiet environment to be part of a video call.
  - **They are not to be in their bedroom or bathroom**
- A parent/carer **must be present in the room, whilst the call is taking place.**
- Backgrounds behind the children need to be appropriate and non-offensive.
- Children should be dressed appropriately
  - **No nightwear (pyjamas, dressing gowns etc)**
- To ensure that the conversation is fluid between all participants, children should make sure that they **MUTE their microphone when they are not speaking.**
  - If they are asked a question directly by the teacher, they can unmute their microphone (see attached flip).
  - If they would like to contribute to the discussion, they should put their hand up and the teacher will direct them to unmute their microphone to talk.
- Where possible, use headphones if you can to reduce background noise
- **All participants should behave sensibly and be polite and courteous to one another** throughout the duration of the Google Meet session.

Please note, if a child does not follow the expectations outlined above, or should they be rude or act inappropriately during the meeting, the teacher will remove them from the video call and contact the parent/ carer concerned.

For further support, we have also provided a **Google Meet Flip** (attached to the email and uploaded to the school website), which outlines what your child will see during the Google



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Meet session. It also gives further guidance to using some of the features during the video call.

Kind Regards

Mr Lang  
(Deputy Head)