



Google Check Ins

From Monday, and during this lockdown period, in order to keep the children engaged in their learning, and maintain a sense of normality, we will be holding “check-in” sessions twice a day for children, initially in Years 3

to 6, through the Google Classroom, once in the morning and once in the afternoon, which will be short live sessions with the teacher over Google Meets. The morning meeting will begin at 9.00am, and the afternoon session will be at 1.00pm. These will be approximately 20 minutes, and will be a great opportunity for the teacher to go through the plan for the day with the children, and address any concerns that may have arisen from the previous day’s learning. More importantly, it is a way for the children to see each other, and their class teacher, regularly, which can be vital for the children’s well-being.

In order for these sessions to run smoothly, we ask that parents:

- help their child to set up the meeting, 5 minutes BEFORE the time that the meeting is scheduled to start. If they arrive after the start time, unfortunately they may be unable to join the meeting;
- ensure all other family members are appropriately dressed and out of camera shot and do not contribute to the video call.
- ensure that Cameras/ Webcams will be turned on.

Furthermore:

- Children must be dressed appropriately.
- Children will be muted on the discussion, by their teacher, and should not unmute themselves.
- For GDPR reasons, please ensure that no recording or photography can take place during this meeting.
- We suggest that the meeting takes place in a quiet space in a shared part of the house (i.e. not bedrooms or bathrooms).
- Any issues or concerns about any work, please add the comment to the work on the Google Classroom. Add the comment to the specific piece of work, rather than on the Classroom Stream.

Joining the Meeting

The meeting will be set up as an assignment, in the same way as all other work is created. To join the Google Meeting, find the assignment on your child’s Classroom Stream as usual. Open it, then click on the link to the meeting (the same way that you would access any assignment). Then click “Join Meeting”. If the teacher is not yet on the meeting, you will need to wait to be admitted. If you have any problems accessing the meetings, please contact your class teacher in the usual way.