



Diocese of Norwich  
Education and  
Academies Trust

## The Dove Federation

Executive Headteacher: Mrs Sarah Disney

When your children are using Google Meet either to meet with the whole class so that the teacher can explain the work for the day or when using Google Meet so as for your child to participate in an intervention session there are certain guidelines we would like all staff, pupils and parents/carers to follow. We would be grateful if you could support your child in understanding these by talking to them and ensuring appropriate supervision whilst they are meeting virtually.

Pupils	Teachers	Parents
<ul style="list-style-type: none"><li>• If your teacher has muted your microphone you should leave it on mute unless your teacher has asked you to turn it on.</li><li>• You must not share anything on the screen unless your teacher has given you permission to do so.</li><li>• You and anyone who may appear on your video must wear suitable clothing e.g. non school uniform day clothes.</li><li>• You must be in a suitable quiet part of your house where an adult can supervise you.</li><li>• You must make sure you behave in the same way as you would in school by</li></ul>	<ul style="list-style-type: none"><li>• Will make sure that all children have a link to the meeting.</li><li>• Will not allow anyone to enter the meeting unless they are using their school email.</li><li>• Will make sure that they are in a quiet space to deliver the Google Meet.</li><li>• Teachers will make sure all microphones are muted at the start of the meeting.</li><li>• They will remove any pupils who are being disruptive during the Google Meet and will report this to a senior leader.</li><li>• Teachers will not allow participants to join a Goggle Meet before themselves.</li></ul>	<ul style="list-style-type: none"><li>• Will need to ensure pupils are supervised when attending a Google Meet.</li><li>• Parents will not join in with a Google Meet as this is the children's opportunity to be with their class teacher. If parents have questions they are welcome to ask these through the message function on the SeeSaw programme.</li><li>• Parents will help their children to access Google Meet using their email address and should be ready for the session to start 5 minutes prior to the meeting time.</li></ul>

listening carefully to your teacher and always being polite to others.

- You must make sure you always leave the meeting when it has finished.
- You must not record or screen grab any content from the meeting.
- If you want to say something/answer a question you can use the hand up button to let your teacher know as you would in class

- They will keep a register of who attends each Google Meet and will speak to a senior leader about pupils who are not attending these sessions.
- Teachers will not record or screen grab any content of a Google Meet.

- Please ensure that your child has as quiet a space as possible to sit in when they are taking part in a Google Meet.
- Please ensure that other members of the household know that your child is attending a Google Meet so that they do not accidentally say something or do something which others may feel is inappropriate.
- Please do not film a Google Meet as this could lead to a safeguarding or GDPR issue.
- Please make sure your child is appropriately dressed when they attend a Google Meet.