



Remote Education

Google Meet

During remote education, all children will receive at least one daily live teaching session on Google Meet. The purpose will be to offer effective and new teaching and learning that your child would be receiving in the classroom. The attendance at these live Google Meets will be mandatory for children's education.

With this in mind, it is essential we keep both our staff and pupils safe. Therefore, we have set clear guidelines for this to go ahead.

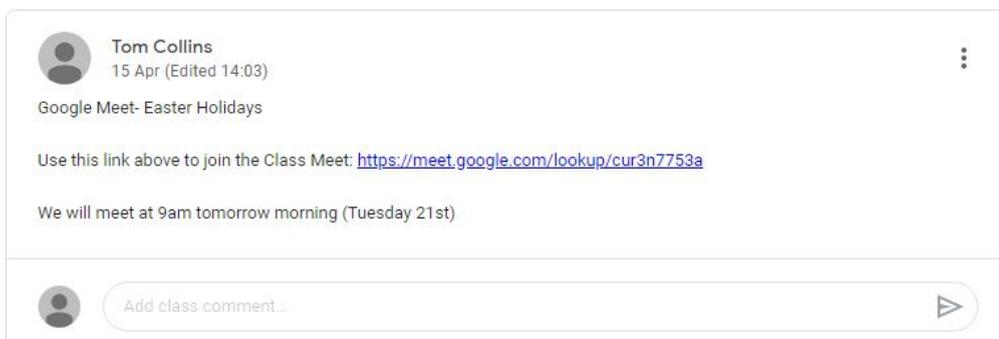
St. Joseph's guidelines to safeguard the children and ourselves on Google Meet:

- The same school behaviour rules apply,
- No screenshots or recordings to be taken,
- Children are appropriately dressed for the meeting (no nightwear),
- Be conscious of background environments and others in the room,
- Pupils not to distract anyone else by waving, making silly faces etc,
- **The pupil must take the call in a room with an open door** and we encourage parents/guardians to have a trusted adult in the same space as the pupil while the call takes place. Parents are most welcome to sit alongside their child during the online meeting, supporting technology requirements. This is, however, primarily a chance for the children to interact with their teacher, not a parent session.

If you agree that you and your child will follow the above guidelines, when you click the link posted in your child's Google Classroom, it will act as your confirmation to this.

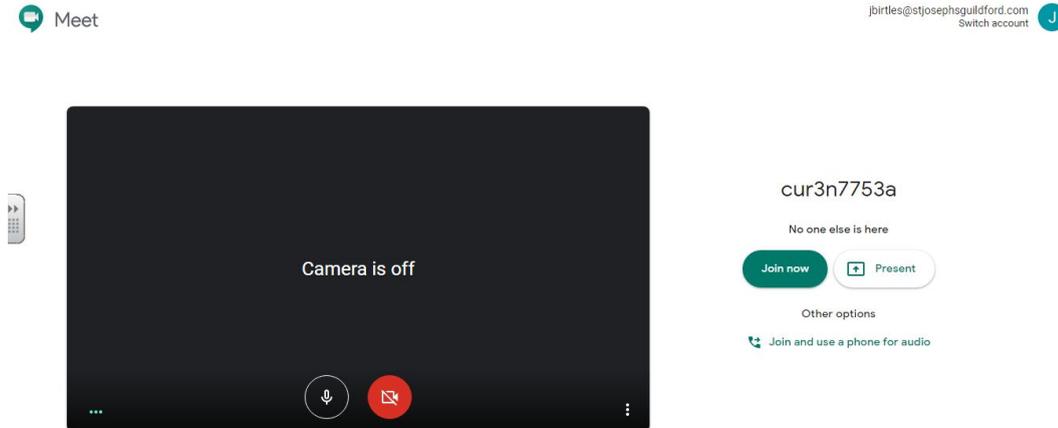
User Guide:

1. A post will be shared via Google Classroom, highlighting a link to the Google Meet. A set time (decided by each class teacher) will also be attached via the post.





- At the given time, children will be able to access the meeting, but only once the teacher is present. Click **Join now** to access the meeting. You will be asked for Google Meet to access your microphone and video - choose your preferences.



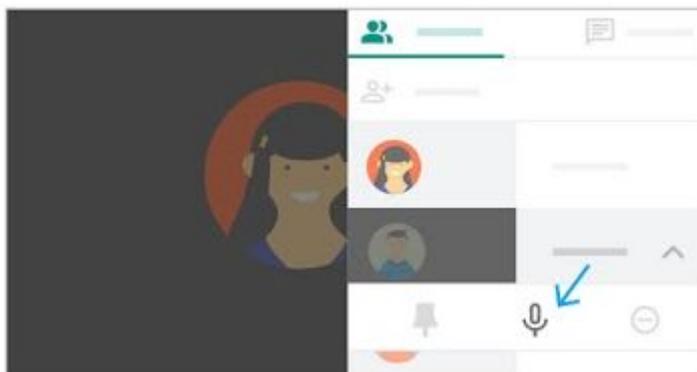
If the teacher isn't present this screen will appear:

Sorry, we've encountered a problem with joining this video call.

You can't create a meeting yourself. If you're joining a meeting from Google Classroom, wait for your teacher to join and then refresh this page.



- All children will be muted upon entering the meeting, to allow clear instructions to be given. Children may be asked to interact within the live lesson. The teacher will say their name beforehand and allow adequate time for the child to unmute themselves to share their ideas. **To unmute: click on the people icon (top right corner) > Hover on yourself > Click on microphone symbol shown below.**





- Once finished, the children will be asked to leave the meeting before the teacher signs off.

It's likely that the first effort may feel a little clunky, frustrating and awkward. However, with practice and experience, we will refine our methods and grow in confidence. Please be patient with us and thank you for your support.

Google Classroom

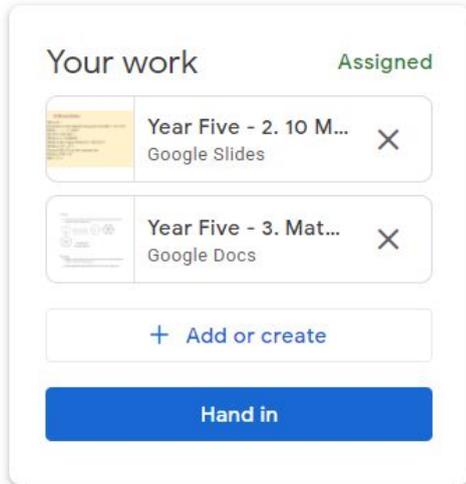
A few top tips for how Google Classroom works to enable the best remote education offer for your child.

- Each day you will see a daily post on your child's stream containing the day's learning and resources. Click on the post to view the corresponding and necessary resources.

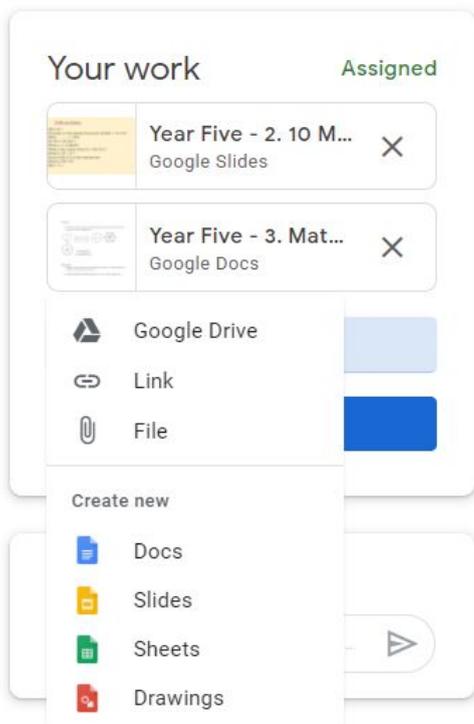
- Posts will differ day to day, however any resources or links to websites the teacher needs you to just view will be seen underneath the post (e.g 4. Science).



3. Within the '**Your Work**' section, any document found here is made for the children to work directly on. e.g a Google docs/ slides and children can record their answers, which the teachers can then see and mark. Please just click on the resources icon and it will open the relevant worksheet for your child to get working on straight away.



4. Once all work has been completed for the day, please remember to submit your child's work by clicking on the '**Hand In**' button. This will alert teachers that your child has completed all their work and allow teachers to give feedback to your child's hard work.
5. We are fully aware some children may complete work on paper so please upload any relevant pieces of work and learning from your device by clicking on the '**+Add or Create button**'. The following screen will be shown. This will allow you to create a new Google Doc or Slide, alongside a place you can upload any relevant photos. To upload a photo, please click file. This allows for all your child's work for the day to be kept together.





6. There is also an option to add a private comment, which is the best form of communication with your teacher. As teachers, we are notified and we can then correspond with you through this and work alongside your child on their work to assist in their learning.

As teachers, we will use the private comment function to share regular feedback with your child so please make sure to go back and check previous posts.

Please only use this function to ask for help or share something of importance with us.

2 private comments

 **Year Five** 16:53
I am unsure what to do on the Maths sheet.

 **Jessica Birtles** 16:54
You are being asked to find equivalent fractions so remember you will need to use your factors. $\frac{6}{8}$ can be divided by 2 = $\frac{3}{4}$.

 Add private comment... 

As ever, please do not hesitate to contact us if you have any questions.