

Parents Remote Learning Guide: Google Meet

In the eventuality of your child learning from home, we have set up a Virtual Classroom system that is accessible via your child's Google Classroom account. Your child's class teacher will inform you of a virtual meeting if the need arises. Please follow the steps below to access Google Meet and then ensure your child is aware of the *Rules for Google Meet* (also below).

These steps are for access via a desktop PC or laptop:

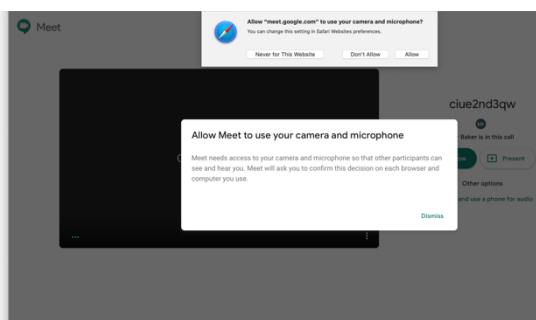
View class updates and connect with your class here

See when new assignments are posted

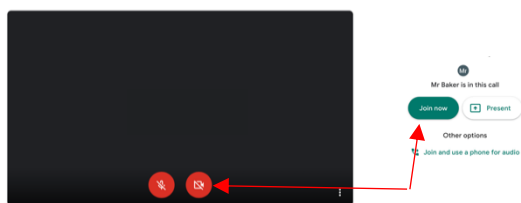
The class teacher will leave a notification to inform you of the time and date of a Google Meet.



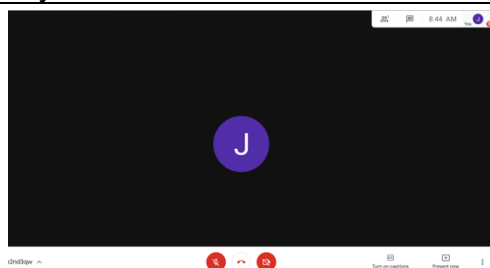
The virtual classroom can be joined by clicking on the *Meet link* that will be visible once the announcement has been made.



Clicking the link will take you to the *Lobby* and you will be asked to allow access to a camera/microphone. Allow both of these.



Your camera's image will appear. Turn your camera **on**. Turn your microphone **off**. You will see your teacher available. Click **Join**.



You are now in the virtual meeting. Keep your microphone off. Keep your camera on. Your teacher will end the meeting for everyone when the class has finished.

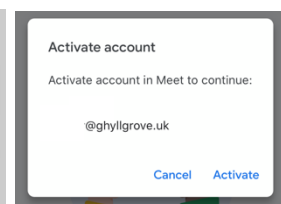
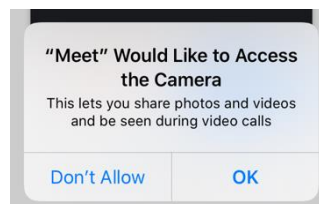
These steps are for access via a phone or tablet (steps may vary by device):



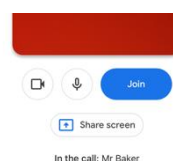
Download and open the Google Classroom app. Login with your child's details. Touch the camera icon in the top right of your child's class page.



This will redirect you to the Google Meet app (on a phone) or the Google Meet web page (on a tablet). Download it and log in.



Allow access to the microphone and camera and activate your child's account. These should be the same logins as your Google Classroom account.



Your camera's image will appear. Turn your camera **on**. Turn your microphone **off**. You will see your teacher available. Click **Join**.

You are now in the virtual meeting. Keep your microphone off. Keep your camera on. Your teacher will end the meeting for everyone when the class has finished.

Google Meet Rules for Parents and Children

- The children must seek permission from their parent/carer before the meeting starts.
- The microphone must be muted and the camera switched on (if applicable).
- Children must attend the remote learning lessons in a communal part of the home.
- Children must be dressed and presentable for the remote lesson.
- The parent must support the child with any technical problems as best as they can.
- School rules must be adhered to at all times during the meeting.
- Respect and consideration will be shown at all times.
- Do not share the meeting details with anyone else.
- If the rules for meeting are not adhered to, the parent will be contacted soon after the meeting.
- Please see Google Meet's privacy policy and terms and conditions.

Thank you to all children and parents for supporting us with these important rules.