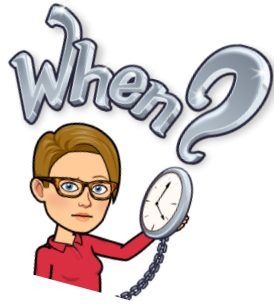




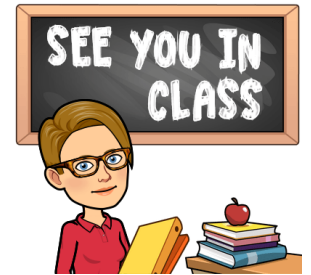
## Be 5 minutes early

Make sure you are in your class Google meet 5 or 10 minutes early to allow pupils to access the classroom.



## Presentation

Make sure you are comfortable and that you have a minimalist background and that the location you are presenting from is well lit.



## Buddy Up

Have another adult in the live lesson with you. This could be a member of support staff who works alongside you or a colleague.

They can support you with muting participants who forget or taking notes for you.



## Headphones

If you have headphones it is a good idea to wear them. This makes it easier to hear everything, and means that you don't disturb others in your home.



## Recording

Use the record function To record the meeting For safeguarding purposes.



Note:- do not share this recording with students if you can see or hear other students.

## Participation

Take part in your lesson.  
Be focussed.  
Be kind to others.