# **Parents/carers – helping your child with Google meetings**

## Before the online meeting starts

1. Information and a schedule of meetings will be made available to learners in advance of any online sessions; learners are asked to ensure these are shared with parents/carers to help you plan for online lessons/meetings
2. Help your child by finding a quiet and well-lit place, preferably not a bedroom, to take part in online lessons; the background area should be clear and away from an area where other members of the household may be visible on camera
3. Remind your child of the need to behave appropriately and to follow teacher instructions and the class code of conduct; for younger children it would be desirable if you stayed close by to monitor their activity  
     
   Inappropriate behaviour may result in a child being removed from a lesson and a follow-up discussion with senior school staff

All online meetings will be recorded to ensure everyone feels safe and secure while using videoconferencing – your child will be reminded of this before recordings begin; **only teachers are permitted to record meetings**

## During the online meeting

1. It is important that parents/carers do not attempt to participate in online meetings with learners, this is to protect your own privacy and that of others. If you need to speak to your child’s teacher, please use the usual means of communication to do this.   
     
   If you child is experiencing difficulty during a meeting they should use the chat facility to communicate this to their teacher, parent/carers must not interrupt meetings by speaking or appearing on camera.

## After the online meeting

1. It would be helpful if you could follow up with your child after online meetings (depending on their age and stage) to ensure they are clear about next steps provided by their teacher.
2. If you have any concerns about the use of Google Meet or the content of online lessons, please contact the school using the normal channels of communication.