



# Woodhead Primary School and Nursery Class

## Parent/Carer Guide to Livestream Learning at Woodhead

12<sup>th</sup> January 2021

In line with National and Local Authority guidelines, we are delighted to be able to offer opportunities for your child to engage in some 'live interactions' with their class teacher.

We will be rolling this out over the coming days. **Primary 6, Primary 6/7** and **Primary 7** Google Meets will start this week and all other classes (including the Nursery Class) from week beginning 18<sup>th</sup> January 2021.

**Please refer to the separate document for the Nursery entitled 'Woodhead Primary Nursery Class - Remote Learning Parent Guidance' issued via Learning Journals.**

### When will the Google Meets take place?

- Primary 6 (Miss Ianniello's class)
  - Wednesday 13<sup>th</sup> January at 9.15am
  - Thursday 14<sup>th</sup> January at 9.15am.
  
- Primary 6/7 (Mrs Arthur and Mrs. Howat's class)
  - Wednesday 13<sup>th</sup> January at 9.45am
  - Thursday 14<sup>th</sup> January at 9.45am
  
- Primary 7 (Mrs. Roe's class)
  - Wednesday 13<sup>th</sup> January at 10.15am
  - Thursday 14<sup>th</sup> January at 10.15am

**Dates and times for all other classes will be shared later in the week.**

### **What will happen during Google Meets?**

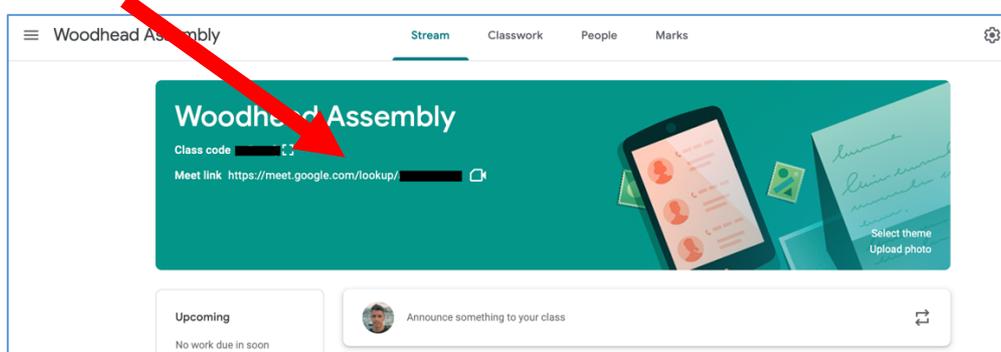
In line with current SLC guidance, Google Meets will allow pupils to engage and interact with their class teacher. The purpose of this is to allow check-ins, reviews of learning, explanation of Google Classroom tasks and to answer questions about online learning.

We will work towards live stream teaching when context allows.

### **How do I use Google Meet?**

Google Meet can be accessed on a laptop, desktop computer, tablet or mobile phone with internet access. A microphone and camera are required.

Your child can access the Google Meet within their Google Classroom. A link will appear in the header of the Google Classroom a few minutes before the Google Meet is scheduled to start.



If the link is not visible, go back to the previous screen and try again.

Detailed instructions on how to access a Google Meet can be found at

<http://bit.ly/slcvideoconf>

### **Will Google Meets be recorded to watch later?**

Current SLC guidelines state that Google Meets must be recorded for safeguarding purposes, but recordings cannot be made available for parents/pupils afterwards as they feature video/audio recordings of other children.

### **Are Google Meets safe and secure?**

Our Google Meets will be hosted within Google Classrooms, meaning that only children from the class can join with their username and password.

At least two members of staff will be present during every Google Meet.

Anyone using the Google Meet inappropriately will be disconnected by a member of staff.

Our Google Meet User Agreement is included at the end of this information and should be read fully.

### **Are Google Meets compulsory?**

We hope that all children will be able to join as many of their class Google Meets as possible as these are part of their Remote Learning package.

However, we understand the difficulties of juggling working at home, sharing devices etc.

We will try to offer different time and dates of Google Meets so that children can join as many of them as possible.



# Woodhead Primary School and Nursery Class

## Google Meet User Agreement

As part of our Remote Learning offer, we use Google Meet to allow learners to engage with live check-ins and learning conversations with teachers.

All Google Meets will be hosted within Glow and pupils will need to use their Glow username to sign in. Parents should not be on screen or talk during the Google Meet as this is an opportunity for teacher/pupil interaction only.

**This user agreement sets out some ground rules to keep everyone safe.**

Please read and discuss these safety rules with your child/children frequently to ensure everyone know what their responsibilities are when 'live' online.

- When you join Google Meet you must mute your microphone so that everyone can hear the teacher.
- When the teacher tells you to
  - Use the 'hands up' button to let the teacher know that you want to share something or answer/ask a question.
  - You can use the chat function to reply to a questions. You must not use the chat function to message each other unless the teacher has asked you to do this.
- When the Google Meet is finished the teacher will ask everyone to hang up and leave. You must do this quickly and the teacher will be the last person left in the call to ensure everyone has left.
- Be polite and respectful within the Glow Meet – this is a learning space.

### **Further Information for Parents:**

- Google Meet is not the time for parents to ask questions, this is a set time for teachers to check in with the pupils. Should parents have any questions or queries then they should go through the usual channels of calling the school, emailing the office, sending a message via Google classrooms.
- All Google Meet sessions will have 2 school adults present online and will be recorded for Child Protection purposes. Recordings will not be shared with other pupils/parents.

**Further information and user instructions can be accessed at**

<https://blogs.glowscotland.org.uk/sl/public/woodheadprimary/uploads/sites/9618/2021/01/11202715/SLC-Guide-to-Google-Meet-for-Parents-and-Pupils.pdf>