



Woodhead Primary School and Nursery Class

Parent/Carer Guide to Livestream Learning at Woodhead

Second Edition - 15th 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

All classes from P1 to P7 will have two live check-ins with their class teacher this week via Google Meet in their Google Classroom.

When will the Google Meets take place?

	9.15am-9.45am	9.45am-10.15am	10.15am-10.45am	11.15am-11.45am	11.45am-12.15pm	1.30pm-2pm	2pm-2.30pm
Monday 18 th January		P4 Mrs. Rashid's Class	P1b Miss Bell's Class	P2 Miss Miller's Class	P5 Mr. Sullivan's Class	P5/6 Mr. Markac's Class	P7 Mrs. Roe's Class
Tuesday 19 th January		P3 Ms. Quigley's Class	P3/4 Mrs. Mackie's Class	P1a Miss Casey's Class	P4/5 Mrs. Houston's Class	P6/7 Mrs. Arthur's Class	P6 Miss Ianniello's Class
Wednesday 20 th January	P2/3 Mrs. Murray's Class	P5/6 Mr. Markac's Class				P2 Miss Miller's Class	
Thursday 21 st January	P4/5 Mrs. Houston's Class	P5 Mr. Sullivan's Class	P6 Miss Ianniello's Class		P1a Miss Casey's Class	P4 Mrs. Rashid's Class	P3 Ms. Quigley's Class
Friday 22 nd January		P6/7 Mrs. Howat's Class	P7 Mrs. Roe's Class		P3/4 Mrs. Mackie's Class	P1b Mrs. Mitchell's Class	P2/3 Mrs. Murray's Class

NB - The P1 Google Classroom is shared with both classes. However, pupils must only join the Google Meet for the date/time of their own class.

We will share the dates/times for next week on Friday 22nd January 2021

What will happen during Google Meets?

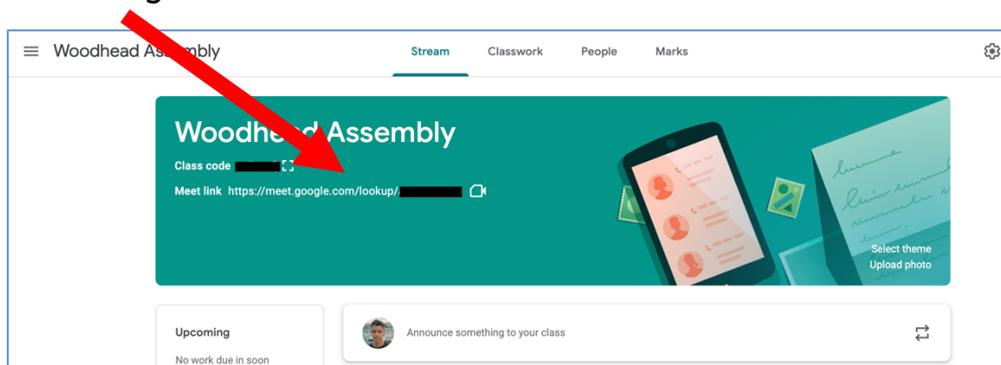
In line with current SLC guidance, Google Meets will allow pupils to engage and interact with their class teacher. The purpose of this is to allow check-ins, reviews of learning, explanation of Google Classroom tasks and to answer questions about online learning.

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.

Where can I get some more help with Google Meets?

SLC have a new Remote Learning website with help guides and instructions about Google Classroom and Google Meets.

<https://sites.google.com/sl.glow.scot/slcremotelearning/home>

You can download SLC's Guide to Google Meets for Parents and Pupils 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>

If you have further questions, please call or email the school office - we are here to help you.



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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 question. 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>