

Dear Parents,

After February Half Term, we will be using Google Meet for our live lessons in line with the rest of the school and our digital strategy policy. Reception Live Lessons will still be held at 1pm everyday but rather than hosting these on Zoom we will be using Google Meet. The code be shared via Seesaw. We will continue to use Seesaw as normal to set other learning challenges. If your child has been invited to any additional live sessions, these will still be held on the same days and time, but on Google Meet rather than Zoom.

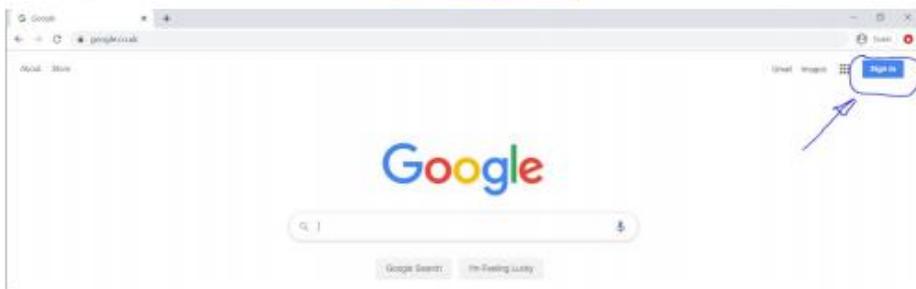
Below are details of how to login and use Google Meet (You will need to log in through the Website and not the App).

If you need any support, please get in touch with the office via office@castlemead.wilts.sch.uk or by phoning on 01225 768641.

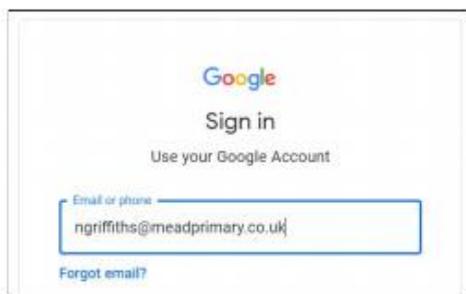
Help to login to Google Meet.

Step one - Log into your school Google account:

1. Open a browser window and go to www.google.co.uk



2. Go to the top right of the window and sign into Google using your child's login details that they use at school (ngriffiths@meadprimary.co.uk), then press next:



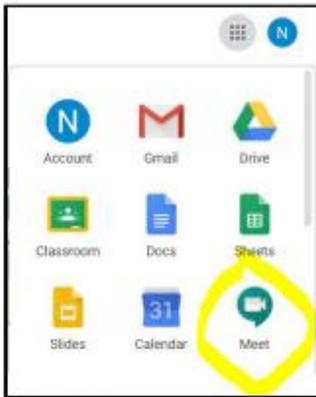
Username: initial of first name and surname @meadprimary.co.uk

E.g. Fred Smith = fsmith@meadprimary.co.uk

Password: Password1

Step two - Get into Google Meet:

1. Next you need to find Google Meet. You can either search for 'google meet' using Google itself or click in the Google Tools area, then click on Meet icon:



2. You should then get to <https://meet.google.com/> looking something like this:



3. Click 'Join Meeting' then enter the nickname or code you have been given.

Nickname/Code for the meeting will be shared with each class on Seesaw.

This code will only work once the teacher has started the meeting at the allocated time.

Protocols for all participants:

- Access Google Meetup through your child's Google account only it won't work otherwise.
- Children must have an adult nearby to monitor and support them.
- Children must join with their microphone muted and video on.
- Children must be in a suitable communal environment at home (not a bedroom) and be appropriately dressed – no pyjamas please!
- Children must follow the same approach to behaviour as we do in school.
- All members of the household must be aware that the call is taking place and make sure they use appropriate language and behaviour when nearby.
- Parents should support children to log off correctly before turning off any device.

Additional compulsory Protocols for the school and the participating staff:

- A minimum of two members of staff will be present in the Google Meetup session. They will stay on the call until all children have logged off.
- Teachers will be able to mute your microphone at any point.
- Sessions will be recorded using the recording function on Google Meetup. This safeguards children and staff. Recordings will be saved securely on our school server.
- Adults will follow our school Code of Conduct as they would in school.
- If not at school, adults will sit with a white background.