



Face to Face Academic Reviews
using Google Classroom Meet

Student and Parent/Carer Information and Guidelines

- All video calls must be done in a public place for the student such as a kitchen not a bedroom
- Students do not have to wear School uniform but must wear appropriate dress
- Students should have a pen and a piece of paper
- No phones are allowed during the video call (unless being used to access Google Classroom as the only device)
- Your Teachers will be recording the video call and students will be made aware of this at the start of every session
- Your Teacher may turn off your camera and microphone access in order to deliver information to the group effectively
- Students must not speak unless spoken to directly. Students cannot speak over each other. Teachers will direct any questions to a student.
- The host (Teachers) will be able to remove members of the Meet at their discretion
- Only your Teachers will be able to invite attendees and host meetings via Google Classroom
- You will not be able to start or continue with a Meet if your Teacher is not present
- The usual behaviour standards and attitude to learning are expected, along with the updates to the Behaviour policy for Online Learning
- **If you have a safeguarding concern about yourself or someone else you should either email safeguarding@stcuthberts.com or alternatively telephone School on 01744678123**

The first 5 bullet points and the final bullet point will be shared with students at the start of each session

Safeguarding

All staff have a responsibility to ensure all students are safeguarded and that they act upon any concerns or issues. The usual safeguarding and behaviour policies still apply, however, online interactions with students bring different concerns or issues. All staff have completed the National College 'Online Safety' Training in March 2020. Below are some additional considerations for ensuring, identifying and dealing with safeguarding concerns when online

- Disclosure
- Witnessing or suspecting abuse of any type
- Witnessing or suspecting neglect
- Inappropriate online behaviour or interactions
- Risk taking behaviour
- Online / cyber bullying

If you have a safeguarding concern do not discuss this with anyone in an 'online environment'. You should report it via email to safeguarding@stcuthberts.com or alternatively telephone School on 01744678123



Getting started with Google Meet

You can start class video meetings in Google Classroom, and Meet on your computer or mobile device. If you're using a mobile device, you will need to install the [Google Meet app](#) on your device.

The following link can be copied and pasted to take you to tutorial videos on 'The Basics'

<https://youtu.be/2c2HokjobbU>