



## Parent and Student instructions for how to join a Google Hangout with our School (dates and times below)

Please read the protocol together with your child to make sure that the rules around a Hangout are understood. Teachers will remove any student from the Hangout if they do not adhere to the protocol. Because being safe online is extremely important, we have made sure all staff have been trained to follow these steps, so we have shared it here and we want to make sure parents and carers are clear about the safeguarding steps we have taken to ensure everyone enjoys their time seeing each other for their Hangouts.

### Protocol at The Mill for Google hangouts with classes

This protocol is to be followed by **all staff** before and during your hangout with your class.

#### Set up:

- Always have a senior staff member on your hangout, invite your phase lead or Head/Deputy
- Ensure you have created your meeting on the school calendar and posted the link into your classroom. Make sure to invite Head and Deputy to the Meeting via the calendar.
- If you would rather hold the hangout from school than at home, should your hangout be during your working from home week, there will be space in school for you to do so, let SMT know if you would rather do this.

#### During the hangout:

- Staff must wear a lanyard during the hangout and be professionally dressed as if at work
- Make sure anyone else in your home, including your own children are not on screen/ in the meeting
- Do not exchange private text, phone numbers, personal email addresses or photos of a personal nature
- Only operate online in an acceptable and professional way, adhering to our Staff Handbook and TKAT Code of Conduct;
- Ensure that any virtual or video contact is conducted in appropriate rooms. Pupils should not be in their bedrooms. For staff, if you are joining from home, ensure it is not a bedroom and have a neutral backdrop without personal items or photos behind you but rather in a public room and always with a senior member of staff on the call
- Pupils must also be wearing appropriate clothing or will be asked to leave the meeting
- A record of attendance for each lesson/video conference must be kept
- Pupils must not use school google hangouts to engage in any unacceptable behaviour; our normal school behaviour policy will apply
- Pupils must not record or take photos

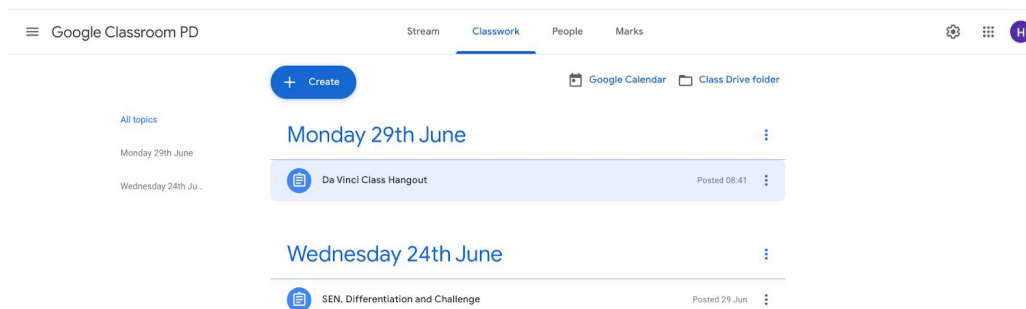
- Any behaviour concerns should be addressed immediately and reported by the SMT member on the hangout to the Head or Deputy
- Any Child Protection concerns that may arise from an online interaction should be reported to either Head or Deputy in line with the school policy
- Staff members must be the last to 'leave' the meeting. Pupils must not be left on the hangout unattended
- Any students in school on the day of the Hangout will be joining with their teacher.

If you have any questions about this please raise them before your hangout with either the Head or Deputy.

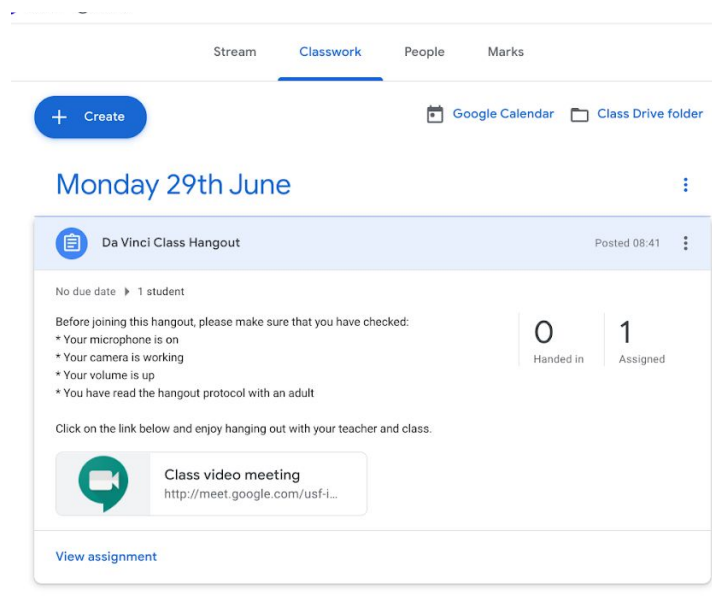
\*\*\* Please see the highlighted point. If your child is in school and you do not wish for them to be a part of the Hangout, you must inform the office.

1. Log into the Year Group Google Classroom and click on 'classwork' at the top of the page. Under the date of the scheduled Hangout your class name and Hangout will be listed like below:

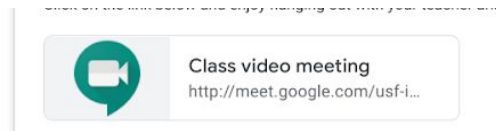
**\*\*Note: the link will only become available at the time of scheduled hangout**



2. Click on the class named Hangout until it looks like this:



3. Click on the Hangout link at the bottom of this:



4. You should now see yourself on the screen with an option to 'join now'. Once you have clicked on the green, 'join now' button, you will be in the meeting.

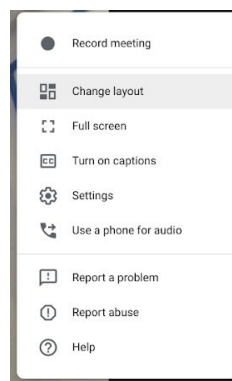


Once in the meeting, there will be a large image of you and smaller images of your class/teachers down the right hand side. To get more of your class on the screen follow these instructions:

1. Click on the 3 vertical dots at the bottom right of your screen:



2. Click on 'change layout' (See below)



3. Click on 'tiled' - you should now see more of your class (up to 49 people)

