



'Working together to achieve our best.'

Rakegate Primary School

Rakegate Close, Wolverhampton, WV10 6US

Phone: 01902 558608

Email: rakegate.primary@wolverhampton.gov.uk

Website: www.rakegateprimary.co.uk

Headteacher: Mrs S L Horton

Google Meet - Code of Conduct

Dear Parents/ Carers,

From Monday 1st February, weekly 'Google Meet' sessions will be held to enable teachers and children to interact throughout this period of remote learning. This is new to all of us, and there may be some teething problems, but we would appreciate parents support in explaining the following expectations to children ahead of the timetabled session. Please can parents make sure that they are nearby when each session takes place to support your child in following the code of conduct below:

- Be punctual to the Google Meet.
- Students need to be signed in to their OWN google classroom account. Any google accounts not affiliated with Rakegate and belonging to other family members will NOT be allowed to enter. This is to ensure the safety of the children within the meet and so that we can monitor who is within the meet at any given time.
- Students are expected to behave in the Google Meet chat/lesson as they would in school and all usual school rules regarding behaviour apply.
- Students must treat others with respect at all times during online lessons. If the code of conduct is not followed appropriately then you may be removed from the chat/lesson.
- Students will choose a quiet and sensible place to work from – ideally a living room or shared (quiet) space in your house (please avoid bedrooms).
- If the video setting has been allowed by the teacher students must be appropriately dressed, **no inappropriate clothing**, and ensuring their background is neutral (no photographs/personal information). Children have the option to add a 'temporary background' within meet settings.
- When speaking during the session, only do so when instructed by your teacher. Talk slowly and clearly making sure you are always polite, sensible and respectful towards all participants in the chat/ lesson.
- Students are not permitted to record or screenshot the meeting but teachers may record for safeguarding purposes. These 'recordings' will NOT be shared to anyone other than Rakegate Staff. Therefore, we cannot send you a recording of the meet if your child does not attend the meet/lesson so please ensure your child attends.
- Remember these 'chats' and/or 'lessons' are between teachers and students. If parents wish to contact the school they should do so through the usual channels



'Working together to achieve our best.'

Rakegate Primary School

Rakegate Close, Wolverhampton, WV10 6US

Phone: 01902 558608

Email: rakegate.primary@wolverhampton.gov.uk

Website: www.rakegateprimary.co.uk

Headteacher: Mrs S L Horton

- Students, parents/carers should be mindful that they and other family members might be seen or heard within the session by staff. Trying to limit this would be recommended and can be guaranteed if the students microphone and video remain turned off and are only turned on if the teacher instructs them to do so.
- Similarly, staff will also be undertaking a rigorous set of rules to ensure the safety of both themselves and the students.
- There will always be 2 members of staff present within each meet, they will be mindful of how and where they are presenting.
- Sessions may be recorded to ensure safety procedures are being followed.
- Staff will be responsible for posting, removing and resetting the link so that children cannot enter once the meet has finished.

How do I access the 'Meet'?

- You will require a google classroom login which you should have received from your child's teacher.
- Your child's teacher will inform you in advance when the meet will take place – either on the 'stream' within google classroom and/or via Marvellous Me. Please check these channels regularly.
- The link to the meet will ONLY be posted on the stream within Google Classroom. Therefore, ensure that children are logged in to their google classroom account.
- Once the link has been posted, click on it and it should let you in to the meet. Google accounts not affiliated with Rakegate Primary will not be allowed to enter.

Yours Sincerely,

M Parvez
Computing & Online Safety Lead