



Monday 4th January 2021

Dear Parents and Carers

Daily Teacher / Pupil Briefings on Google Meet

During this planned school closure, we are looking at additional ways that we can maintain contact with all pupils. Teachers will be holding regular 'class meet-ups' using Google Meet (video app). This is a chance for teachers to engage with and support children and their adults to ensure they are clear about the learning.

About Google Meet

Google Meet is a free online group conferencing software which can be accessed via your child's Google Classroom login via a smart phone, iPad or laptop. This will ensure better contact between our pupils and their teachers.

From Tuesday 5th January, teachers will host two Google Meets per week on designated days and times. These will last for about 15 minutes.

If this is not something which you have the technology to access, we will endeavor to ensure that your child's class teacher is in contact via telephone at least once during the week.

Safeguarding / Guidelines for safe use

We have to carefully consider the safeguarding aspects of our profession when engaging in such activities. During the last week we have been working on a set of guidelines for staff and parents to ensure our safeguarding practice and protocols remain effective and safely allow staff to lead Google Meet briefings with pupils. **These guidelines are set out below.**

We have also had to ensure that the software is GDPR compliant – families have completed the school survey giving permission for the use of Google Classroom and apps.

How to access Google Meet

A guide for how to access Google Meet briefings can be found on the website and or accessed by clicking on this link. A link will be in your child's Google Classroom Stream which they can click on to access the meeting. Meeting times are staggered as some households will be sharing a device.

On Tuesday 5th January each class will have a Google Meet at the following times:

| | | | |
|------------------|--------------|---------------------|---------------------|
| Reception | 14:00 | | |
| Year 1 | 12:00 | Year 2 11:30 | Year 3 11:00 |
| Year 4 | 12:30 | Year 5 11:45 | Year 6 10:30 |

A second meet this week is scheduled as per the 'At A Glance' document.

Should you have any questions around these arrangements, please do not hesitate to contact your child's teacher via the class email addresses or use support@stjosephs.greenwich.sch.uk.

Thank you in advance for your support and engagement with this remote learning offer.

Kind regards,



Mrs Lisa Lazell
Executive Headteacher



Mrs Jacki Keogh
Head of School

Guidelines for Google Meet Briefings – St Joseph's Primary School

- A parent or carer must be present during the meeting for all pupils. They do not need to appear on the screen but should be able to hear the conversation taking place between children and St Joseph's staff.
- Meetings should happen in a suitable space, with simple backgrounds and no personal items that might be inappropriate in view.
- Participants should wear appropriate clothing (no pyjamas etc).
- Recordings/photos of the sessions are **not appropriate** and should not be taken by students or staff.
- A second St Joseph's staff member will listen in as a moderator or be part of the meeting, to ensure the safeguarding of both adults and children.
- St Joseph's teacher accounts should be set up using their work email address and no personal information (home address etc) should be provided during the sign-up process.
- St Joseph's staff members should 'host' the call. This will allow them to end the meeting when it is over.
- The class teacher will place the details / link into the Google Classroom class stream, ensuring the security of the link and ease of access.
- Meetings will last for a maximum time of 30 minutes and will happen once daily. This will be reviewed by the Senior Leadership Team regularly.