Live Streaming

‘How To’ Guide

What is Google Meet?

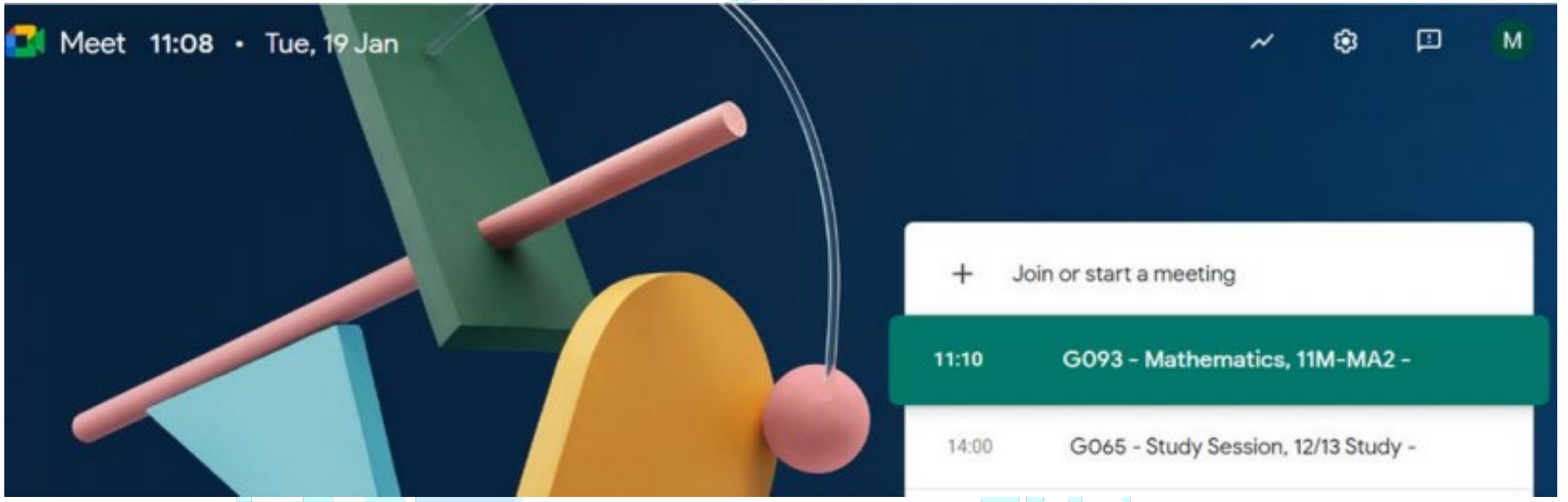
- Google Meet is the Video Conferencing tool within Google Classrooms.
- It will allow you to have a video lesson with your teacher to which you can contribute through video, audio or text.
- You will receive a timetable highlighting the live sessions that you will be attending through Google Meet. The timetable is colour coded:

	Live Pastoral Session with tutor - Google Meets (live)
	Live Subject Tutorial with teacher - Google Meets (live)
	Live Subject Tutorial for Art/Technology (additional sessions) - Google Meets (live)
	Remote Subject Lessons - Google Classrooms (not live)
	PDC - Personal Development, Futures & Effective Revision - Google Classrooms (not live)
	R4P - Reading for Pleasure at home (not live)

Getting Set Up

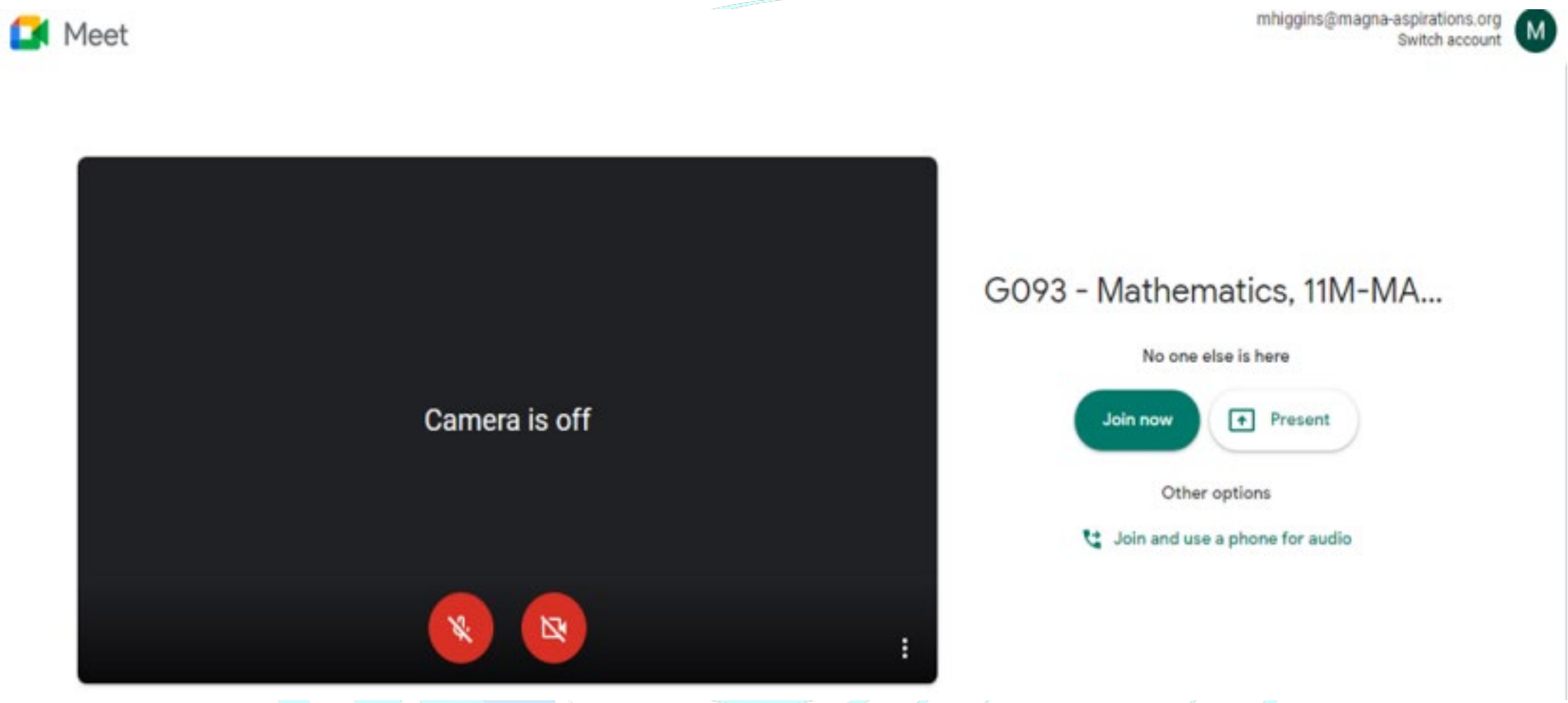
You need to think carefully about the view from your web camera and how you are set up at home for learning online. Here are some top tips;

- Dress suitably - dress as you would be happy to be seen outside of your home.
- Sit somewhere with your back towards the wall. This will reduce how much of your home is in the camera frame. Consider making use of blurred or customised backgrounds.
- Turn the TV and other distractions off and try to find a space which is quiet. Don’t worry – we know this might not always be easy for everyone to do.
- If you have some headphones, use them. You might need to change the meeting settings after you plug-in your headphones. This will work even better if they have a microphone.



Connecting to your meeting

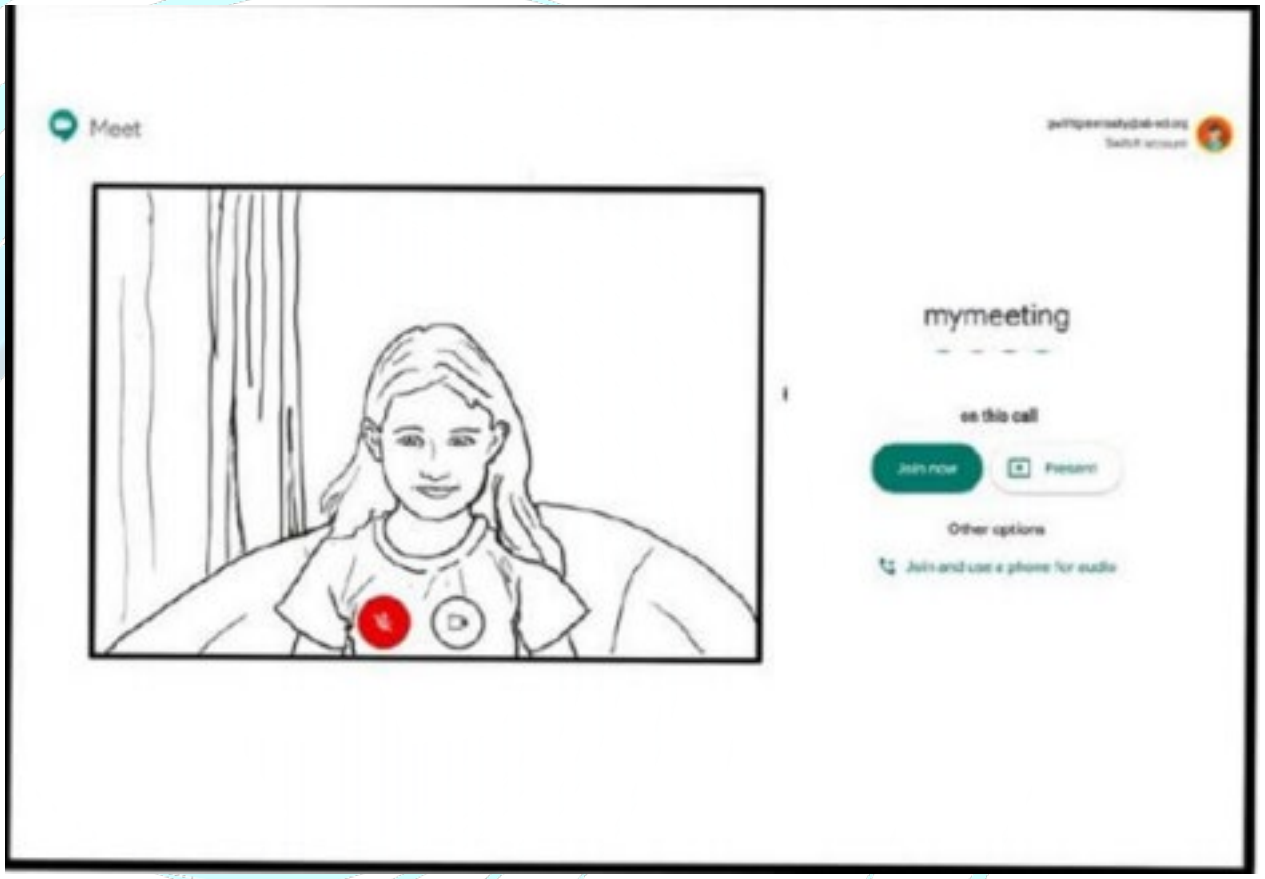
• Sign in to your google account then type in meet.google.com in the search. You will find the link for the meeting on the home page, and can click on the specific lesson.



- Your teacher will be the first person in the meeting room and will be the last person to leave it. You may have to wait to be able to join the meeting/lesson.

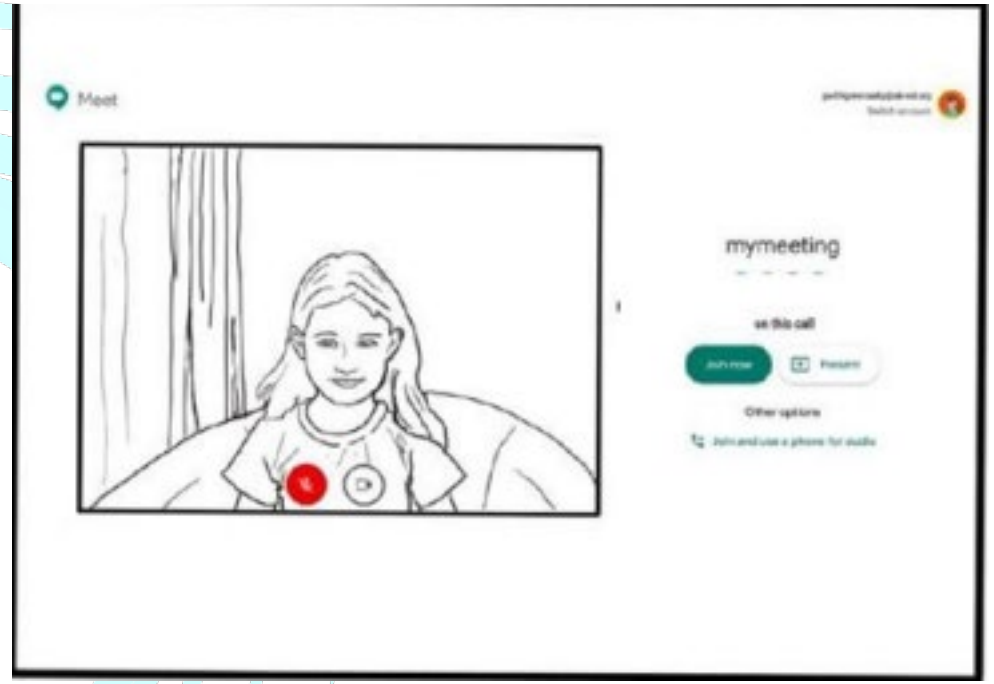
Top tips for your meeting

- Log in to Google Meet just before the meeting is due to start.
- Go to the meeting link.
- Mute your microphone before you enter the meeting.
- You can also switch off your camera if you wish, using the buttons towards the bottom of the screen.

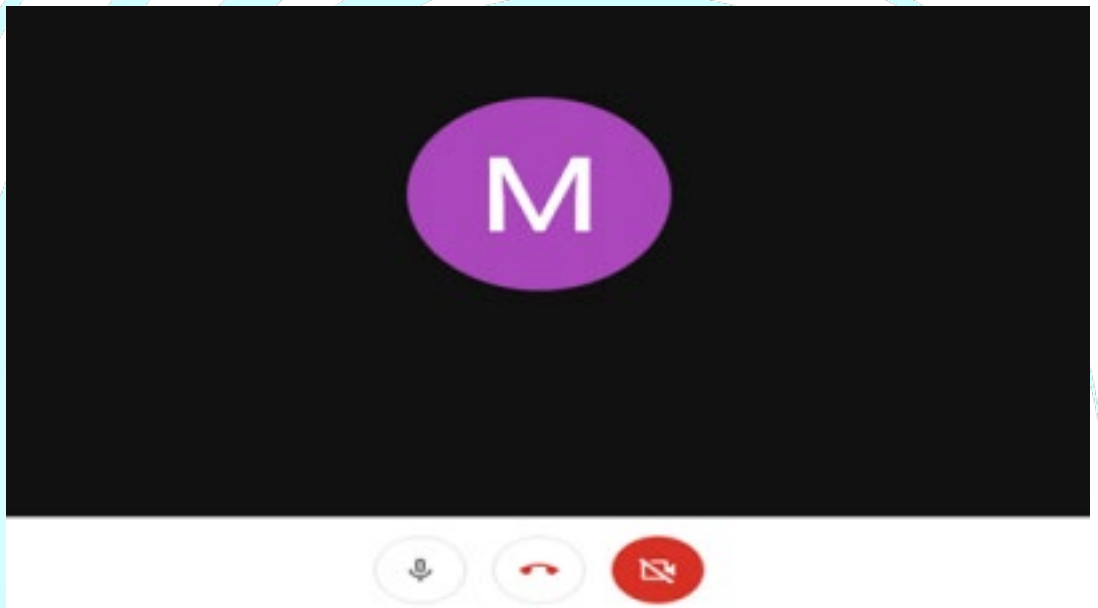


Top tips for your meeting

- Click Join now to enter the Google Meet. Don’t click Present.
- Once connected, listen carefully to your teacher.
- You can use the chat, click on the ‘raise hand’ button, or unmute your microphone to ask a question.
- You should mute your mic again after you have asked your questions.



Ending the meeting



- When the call is complete, disconnect by clicking the red “hang up” button to the bottom of your screen.
- Remember to check Google Classroom after the meeting for any assignments that your teacher has set for you.

Behaviour and Conduct Expectations

Students must:

•Behave and conduct themselves as they would during a normal classroom lesson.
•If students write in the chat, use good grammar, punctuation and politeness wherever possible.
• Not join the google meet before the member of staff.
• Make only positive helpful comments in both the chat and when speaking.
• Derogatory comments, bullying, or comments intentionally made to cause offense or create a distraction, will result in the student being muted and prevented from joining in, or they may find themselves removed from the session.

Under no circumstances are students allowed to record or take photos of the sessions. Any student found to be doing this would be removed from on-line streaming opportunities immediately.

Sanction Ladder

•Step 1: Students who fail to adhere to the above guidance or do not meet the academy's high behaviour expectations in live sessions will be issued with a warning. The teacher will explain why the warning has been issued and record this on Progresso.

•Step 2: If a student receives a second warning they will be removed from the live session. Students who are removed from sessions should never attempt to re-enter the same live session. The member of staff leading the session will contact parents/carers by the end of the day and will record on Progresso.

•Step 3: If in the following session the student's behaviour/attitude has not been corrected, they will be removed from all live learning opportunities in that subject. The Teacher will inform the HOY/SLT of any removals and HOY/SLT will contact parents/carers.

Rewards

•Students who are engaging well and contributing to the session will be rewarded with achievement points

•Students who are amazing in live sessions and go above and beyond may receive a congratulatory email or post card from their subject teacher or tutor.

•We do hope that you enjoy the live sessions and take every opportunity to join in!

Learning Agreement & Expectations

- All students and their parents/carers will receive a link to a live streaming learning agreement.
  - What we expect of our students
  - What we ask of our parents/carers
  - What you can expect from us

- All live sessions will be recorded for safeguarding purposes. Recordings will not be shared online via google classrooms for later use.

- If you do not agree with these expectations, please complete the ‘opt out’ google form embedded in the letter.