

## Background

To ensure that we can provide you with an effective remote education we are asking you to join live interactive lessons streamed Google Meet. This guide explains what needs to be done to prepare for these lessons.

## How will this work?

1. You will be notified that a live lesson is going to take place during a timetabled lesson using a message via Google Classroom. This will include a link to the google meeting. This is also available to your parents if they are also signed up to the google classroom using their supplied email address.
2. For safeguarding purposes, you should join the meeting in a suitable room, free of other distractions and noise. You need to be appropriately dressed - not in your pyjamas. You should ensure that your environment is free of distractions and your desktop does not have any inappropriate or confidential information that could accidentally be shared.
3. If you are unable to join the lesson your teacher will have provided alternative work for you to complete. Exam students have revision guides that they could use with guidance. Remember that Xbox's and PlayStations have an in-built browser that can be used to join the class.
4. You do not need to have a camera or microphone to join the meeting as you will still be able to see and hear the lesson. If you need to ask questions you can use the chat facility, or use the "raise hand" button.
5. If you do have a camera and microphone, you should join the meeting and mute both unless required.
6. We may record the lesson but you will be told beforehand that this is happening and we suggest you mute your video feed. Recordings will only be kept whilst the recording is useful for your class to be able to help you in your studies or until the end of the academic year whichever is earliest. Recordings will be linked on Google classroom as materials.
7. If your teacher notices any safeguarding concerns they are duty bound to report those concerns to our safeguarding lead.
8. You must follow all the normal classroom procedures and expectations as if you were in school.
9. You must not record the lesson yourself (for example on a mobile phone)
10. All communication between yourself and school must be via school registered email accounts.