



19th June 2020

Dear Parent/Carer

Google 'Meet' lessons

Along with new innovations such as Loom and other screen-casting technologies such as GCSEPod, we want to introduce 'live' lessons for our pupils at Springfield. I know some of you may have become familiar with Zoom during lockdown in order to hold remote meetings. Teachers at Springfield have become familiar with Google Meet through holding department or staff meetings and it is this resource about which I am writing.

The following are the safeguarding measures that I have asked staff to follow whenever they set up a live lesson for your child. I am sharing these measures with you so that you are also aware of the relevant protocols:

These are the required safeguards:

Teachers will:

- Email/post on Google Classrooms to the pupils before the live lesson to inform them that they will be inviting them at a particular time and day. Only Springfield emails can be used. Teachers will ask pupils for confirmation of their attendance prior to the lesson
- Advise the pupils that they:
 - (a) need to inform parents it is happening,
 - (b) must be in a communal area for the lesson,
 - (c) must mute the sound on entering the lesson
 - (d) can also turn off their camera if they wish to
- Another Springfield colleague should be 'present' in the room when holding the lesson and Heads of Department will be informed of the date and time of any live lesson that is planned
- Teachers will turn off their camera so pupils can't see them
- Teachers will also record each lesson for safeguarding purposes
- The 'chat' facility can be used for pupils to log questions while teachers present material
- If a teacher is not happy with someone in the lesson, for whatever reason, they have the option to eject them from the lesson. If the teacher does this, the pupil cannot re-join without specific invitation from the teacher leading the session

Colleagues are excited to be able to explore this technology and deliver content in another way than Google Classrooms. It has certainly re-energised our methods of teaching; the aim is that it helps to motivate your child for the final weeks of term.

Yours sincerely

Mr Wharton
Deputy Headteacher