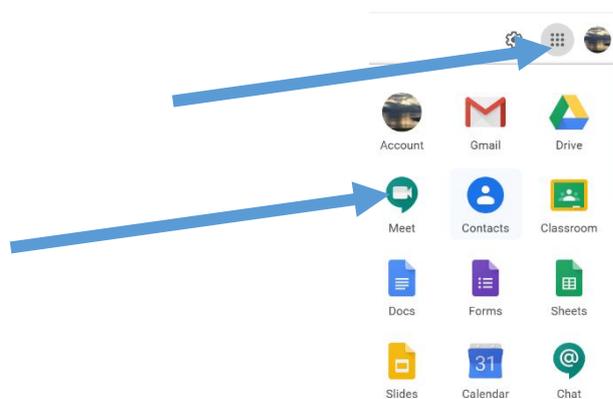


Dear Parent / Carer,

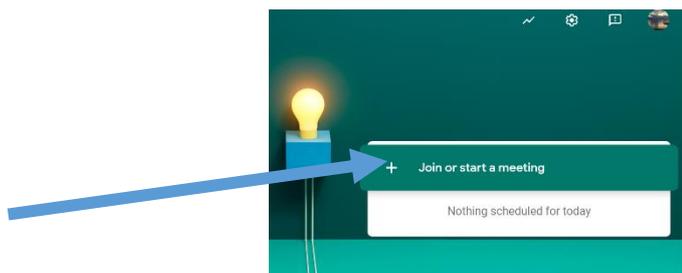
Firstly, a huge thank you to everyone for supporting the school in moving forward with virtual learning. We are delighted that so many of our pupils are engaging daily in the Google Classrooms. As we move forward, and as mentioned by Mrs Ross in her weekly update, we would like to set up voice group calls with the children. Each class teacher will offer a time slot for a group of children to engage in a Google Meet. This will be purely a social meet so that the children and their teacher get a chance to catch up and have a chat. Video can often be intimidating for many so we hope that by offering a voice Meet, all our children and staff will feel comfortable enough to engage.

Google Meet is one of the apps available to staff and children within G Suite. In order for your child to participate in a Google Meet, they will need to follow the instructions below.

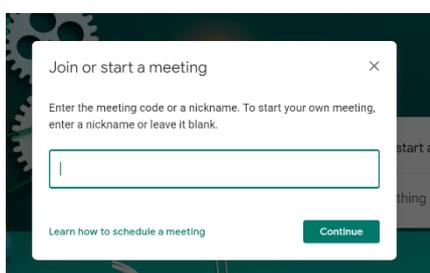
1. When in your Google Classroom go to the 9 dots in the top right hand corner and then click Meet. If you can't see Meet, scroll down until you find it.



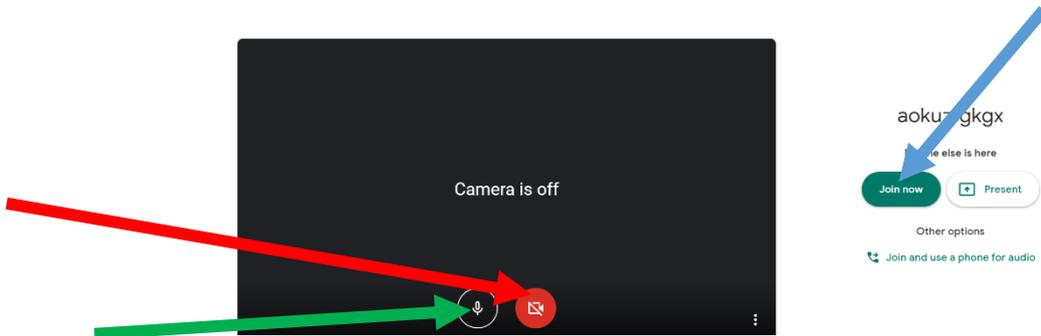
2. In Meet. you will be asked to join or start a meeting. Click in this box.



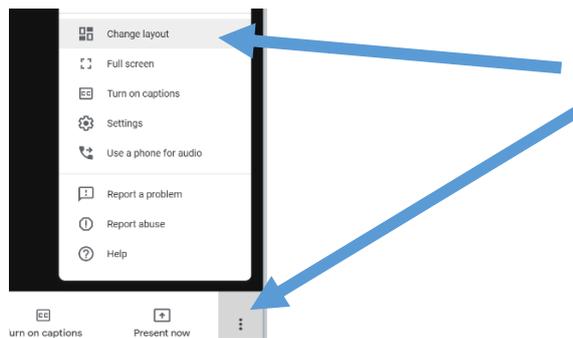
3. You will then be asked to enter a meeting code. The code for your meeting will be given by your teacher in the daily stream in your Classroom, just before the meeting. Each group will get a different code and each one will be used only once.



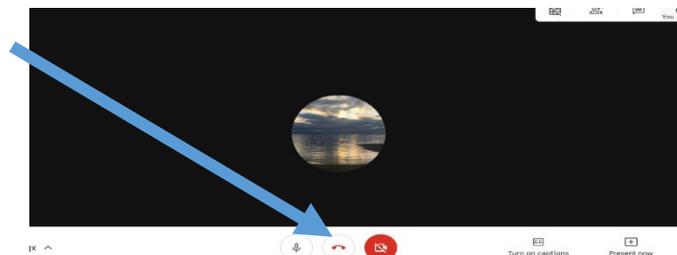
- When you enter the code, you will be taken to the Meet screen. Before joining, please ensure your video link is turned off but your microphone is left on, as this is a voice Meet only. Once you have turned your camera off, click join now. Your teacher will open the Meet at the set time.



- Once you have joined the Meet, you will be able to see your profile icon and that of any others in your Meet group. At this point, you should be able to hear others in the group and what your teacher is saying. To see the names and icons of your group members, click/touch on your screen and then the three dots at the bottom of the screen and change layout to set your preferred option. Tiled view is generally the best option.



- Your teacher will set the group rules at the beginning of the meeting so that all get a chance to speak and listen. Please observe these rules. If the rules are not followed, your class teacher can mute your microphone. We want you to have fun, but please respect others. At the end of the Meet, your teacher will ask you to end the call by clicking the phone button which will appear when you click/touch anywhere on the screen. Your teacher will not leave the Meet until all pupils have signed out.



- If you have problems connecting on the day, please add a message in your class stream so that your teacher knows. These Meets are purely optional but we hope you feel comfortable enough to join and have a chat with your friends and teacher.