

Deansfield Primary School

Dairsie Road, Eltham, London, SE9 1XP

Tel: 020 8850 1218 Fax: 020 8294 2030

Email: DFcontact@deansfield.compassps.uk

Website: www.deansfield.greenwich.sch.uk

Executive Headteacher: Jo Gordon
Head of School: Clara Daly



Google Classroom protocols

For the successful use of Google Classroom for online teaching, we would ask that parents and carers at home follow the following protocols:

- Your child is to log on each day for morning and afternoon registration
- Look at the timetable each day for work that has been set
- Turn in work when it is complete (turn in for every session completed, whether it is recorded in books, uploaded or not uploaded)
- Upload the learning on the day it is done so the teachers can view and mark it as they would in school.

Google Meet- Live Lessons

- **Ensure the child is using their Google account, not an external email address such as your own personal account, or they will not be admitted into the Google Meet**
- Provide children with a workspace that is quiet and safe, with an adult nearby if needed
- Make sure your child is dressed appropriately
- Sessions should not be recorded, shared or commented on in public forums about individual teachers
- Children should turn their microphones to mute to prevent noise disruption during the lesson. If they wish to ask a question or respond they can either turn the microphone on, type their comment or 'raise their hand'
- Children must behave appropriately at all times. The teacher is able to mute the child and can remove them from the session if it is felt that behaviour is not appropriate
- Children are encouraged to participate in the session. They should not be doing anything else during this time. It is important we get their full attention so that they can make the most of these sessions
- Cameras should be turned on so that children can engage fully in the lesson. If your child is anxious about having the camera on, please contact the class teacher through Google Classroom
- Children should complete the work after the live lesson and ask the teacher if they have any questions.

Please be aware that there may be times that a live lesson is disrupted by internet issues. There is a greater potential for this when teachers are doing lessons from home. If this is the case, we will close the lesson for that session and do everything we can to rectify it for next time.

Please note: Google Meet sessions are recorded for the safeguarding of staff and children. Please notify the school if you do not wish your child to take part in these sessions as the recording is made automatically with the consent of all participants.

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As a parent, it is important that you go through the following with the children.

Children

- I will try my hardest in each of my subjects and ask questions when I am not sure
- I will make sure I am on mute for the lesson, unless I am asking a question
- I will participate as much as I feel comfortable to do so in the live lessons
- I will treat the Google Meet with the same respect as I would treat a lesson in school.

Please do be aware that if we are experiencing particular difficulties with any of the children, we will contact you directly to talk these through. We thank you for your support in this and are looking forward to seeing more of the children.