



Code of conduct for Google Meets



Dear Parents and Carers

In the event of a bubble having to isolate or a school closure, we have written a code of conduct to keep everyone safe, happy and learning online.

- The Google Meet code will be on the Google Classroom page.
- Only pupil accounts ending in @smaps.co.uk will be accepted into the Meet.
- **The chat function will be disabled for all sessions.**
- The meeting will be locked once the pupils have arrived.
- Pupils will be muted and will need to unmute themselves when they are asked to contribute.
- All lessons will be timetabled and have a minimum of three pupils attending. If three pupils do not attend, then the call will be cancelled. A member of SLT may join for a part of each call.
- All participants must wear suitable clothing, as should anyone else in the household whilst the lesson is taking place.
- The lesson must take place in a communal space and in the vicinity of an adult.
- Lessons will start at the designated time and will last 30 minutes.
- Language must always be professional and appropriate during lessons, including any family members that may pass in the background.
- The Google Meet will be an extension of the school classroom so behaviour and all school rules will apply.
- The pupils' behaviour is the responsibility of the adult at home.
- Please close all browsers and programmes before starting the lesson.
- Parents must share any concerns as soon as possible and directly with Mr Forward:
Daniel.forward@sma.rbkc.sch.uk
- At the end of the Google Meet, all pupils will end the call and the teacher will be the last person to leave.
- If the teacher's internet cuts out, please leave the call immediately.

Best wishes

Mr Forward