Introduction

A number of teachers have expressed interest in delivering live, online lessons to students. We can offer this facility through Google Meet, initially with Year 12 students on a trial basis.

This guide and policy, supplements the Remote Learning Policy. Live lessons must only take place on Google Meet, using a @sponne.org.uk account.

Google Meet Developments

This guide has been written based on Google Meet as of 1st July 2020. Further updates are in development which include moderation controls, blurring of backgrounds and more. This guide for staff will be updated as new features are released.

Safeguarding

- Safeguarding is our number one priority.
- If you have concerns over students' appearance, behaviour, something they say, or what you see on screen from the online lesson. Please follow the safeguarding procedures and report any concerns to the DSL or a Deputy DSL within 30 minutes of the end of the live lesson, and through My Concern.
- Live Lessons must always take place during normal school hours, in scheduled timetable slots.
- You will need to inform students of when the lesson will take place via Google Classroom at least 24 hours in advance.
- You may wish to have a second member of staff involved in the live lesson (to assist answering questions in chat for example), but this is not a requirement.
- Ensure your environment is set up professionally – consider how you dress (Sleepwear and beachwear is not permitted), where you sit, your background and which other tabs/bookmarks are visible on your computer.
- Live lessons must be recorded from the start in order to safeguard staff and students. You should remind students that this will happen at the start of each lesson.
  - It is 'in the interests of all parties' we will record live lessons for safeguarding purposes and that the recordings will not be used for any other purpose.
  - At the start of any live lesson, students will be reminded of this policy and have four options available to them:
    1. Leave the lesson
    2. Turn off their camera
    3. Mute their microphone
    4. Turn off their camera and mute their microphone
- Be mindful that younger siblings may hear your lesson and consider your content in advance.

Characteristics of an Effective Live Lesson

Like physical lessons, you should plan:
- Establish clear guidelines for behaviour and conduct at the very beginning – use the Google Slides template provided to launch every live lesson.
- To make time to establish relationships – ask how students are and use their names.
- A variety of tasks and phases – an engaging starter (there is space for this on the template provided), review prior learning, introduce new learning, allow to address misconceptions.

Preparing for Live Lessons

- Select a time for the lesson where the students would normally have their timetabled lesson. This will help ensure students don't have more than one lesson on at the same time.
- Log the live lesson on 'live lessons log' on the staff dashboard. This will help tracking of the lessons.
- Find a quiet space where you won't (or are less likely) to be interrupted.
- If possible, use a headset/headphones/earpods, etc. as this helps with feedback between microphones and speakers.
- The teacher must always be **FIRST IN and LAST OUT** of any Google Meet. This will prevent students being able to meet, without any monitoring.

Managing a Live lesson

- Schedule your Live Lesson.
- Do this by going to Google Classroom, and generating a Meet link for the class you are planning a lesson for. You only have to generate this link once. This class will then be able to utilise a Meet, whenever you start one.
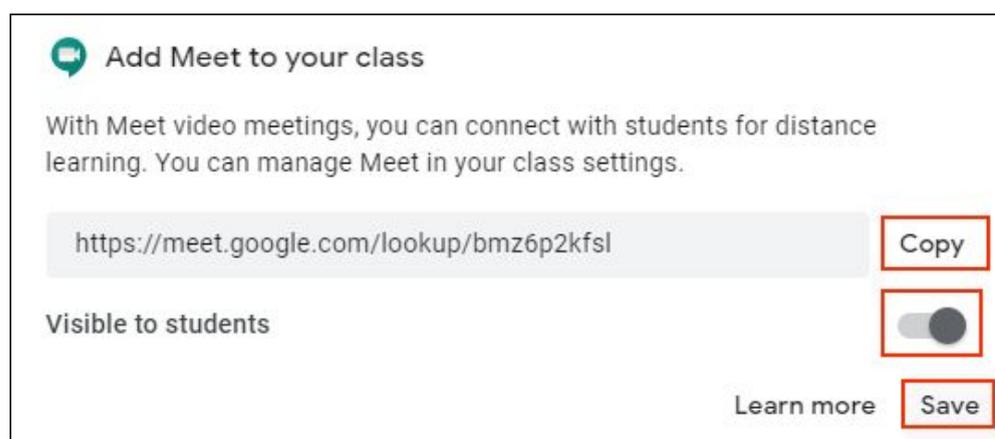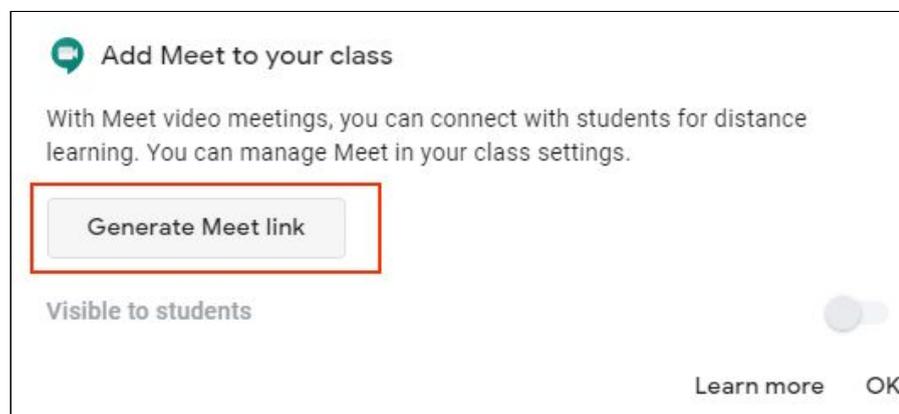
- Once you have your Meet web address (URL), you can post in the Classroom stream (or create an assignment). This link and information must be shared 24 hours in advance in the following format;
  - LIVE LESSON
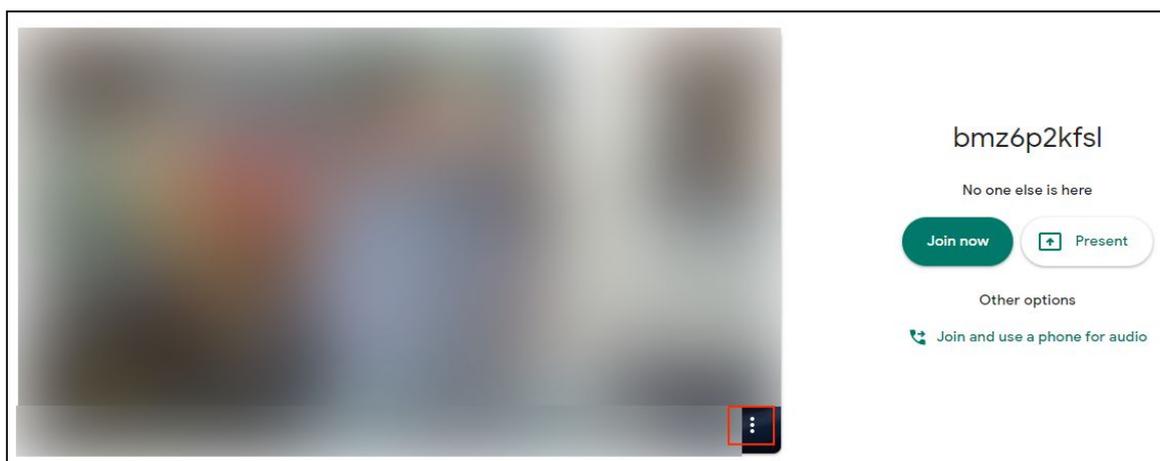 - Topic
  - Time & Period
  - Date
  - Expected Duration

- 10 minutes before the start time, you must visit the Meet link (students will not be able to access until you do this).
- You will be presented with this screen to begin the lesson;

- Use the three dots (bottom-right), to access settings and make sure your microphone and speakers are configured correctly.
- Start the meet with **Join Now** (never use Present, even if you plan to present later)

● You must enable recording, by clicking the three dots and then 'record meeting'. This will save a recording in your own My Drive, which other users will not be able to access.
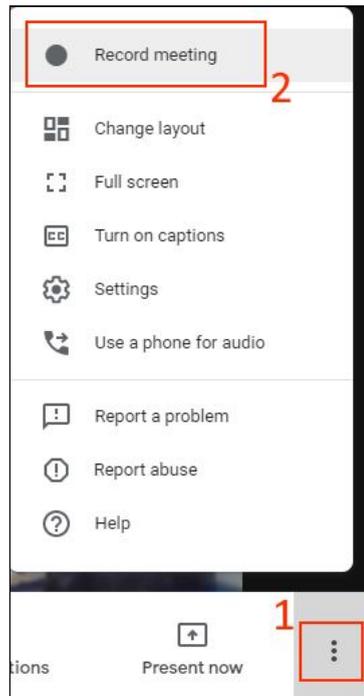

● Then you need to use 'present now' to display the placeholder screen, with starter activity whilst students join. A Google Slides template has been provided for this.
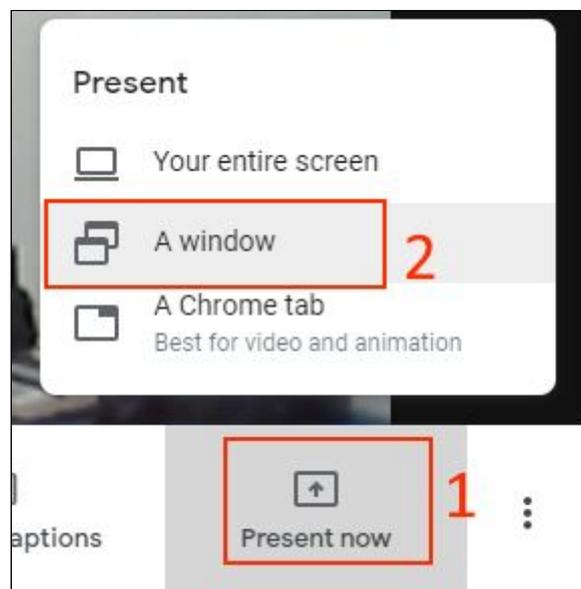
- Have it loaded in a separate browser window and share in the meeting. Meet will ask you what screen you wish to share, make sure you select the correct one
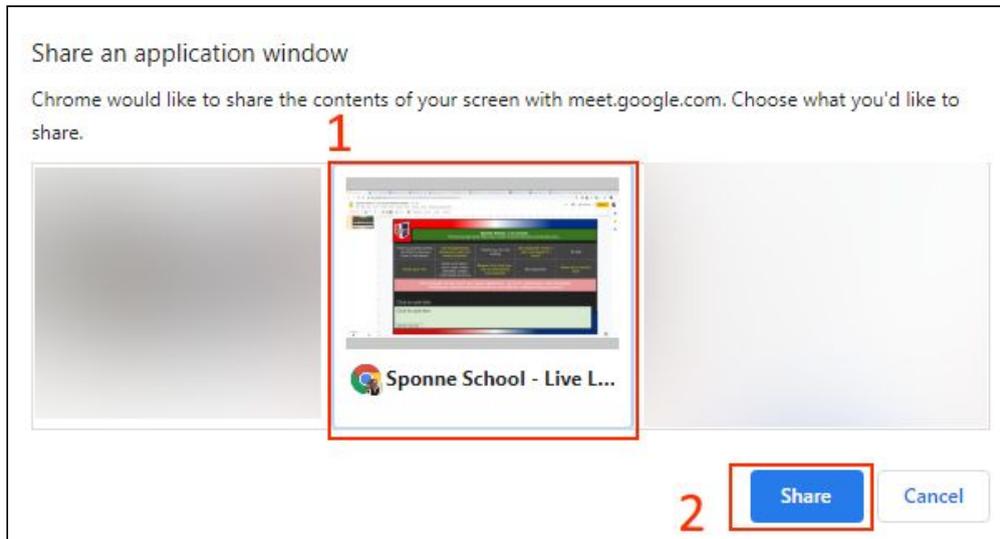

- At this point, you may wish to mute your microphone, and allow time for your class to join.
- As students join the meet, they will see your presentation, including all the instructions, advice and your starter activity.
- You will see a counter of users, and a chat facility, where you can type messages for all people in the meeting to see.
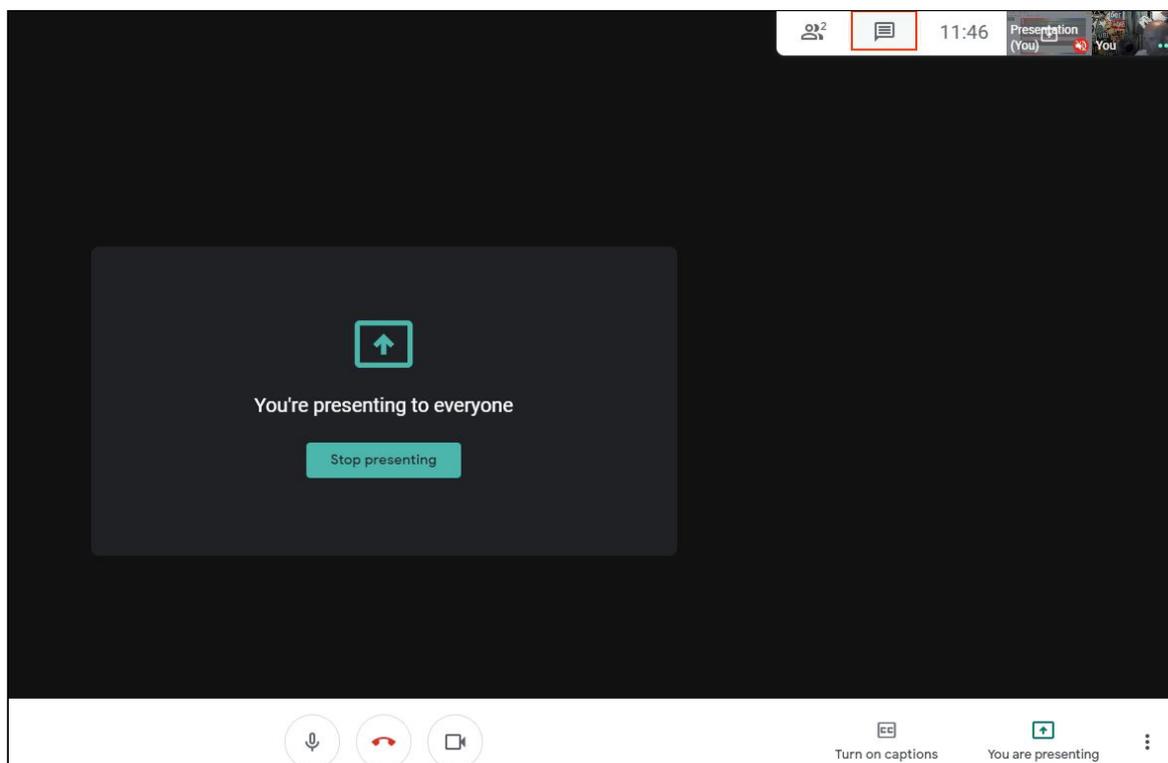

- When you are ready to launch the lesson, remember to unmute your mic.
- Click "stop presenting" to return to showing your camera.
- You may wish to summarise the rules and make sure everyone is ready for the lesson.
- Stress that students must not record or screenshot any part of the lesson. This is strictly forbidden.

- You can monitor attendees via the user icon (top-right).
- From here, you can mute microphones for students (if they don't manage this themselves);
  - People
  - Click the person you wish to mute (or remove)
 - Click the microphone icon to mute, or eject to remove

  -
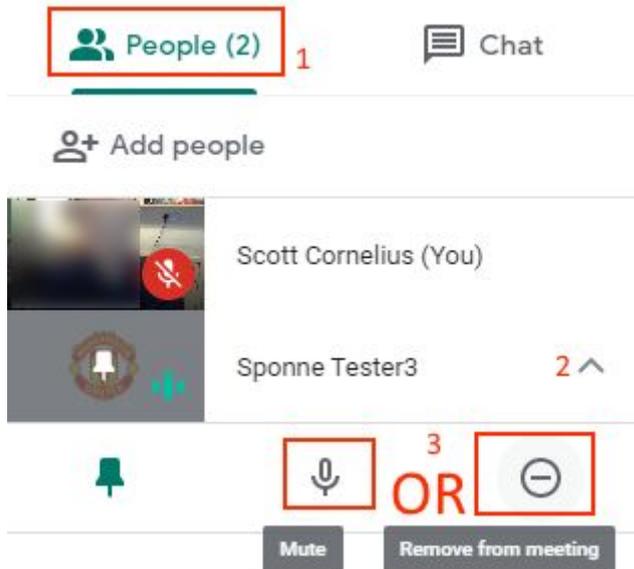
- Please note that students CAN unmute themselves though.
- Follow behaviour procedures should there be any issues
- You can then deliver your lesson, using the present function as you wish!
  - TOP TIPS
    - When presenting, you may find it beneficial to split your screen- keep Google Meet on half of your screen, with the file(s) being presented on the other.
    - When using Slides, go into full screen (Present)
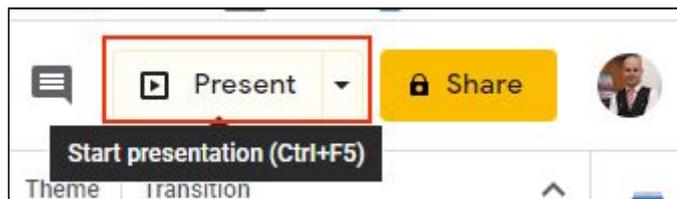
      and then press
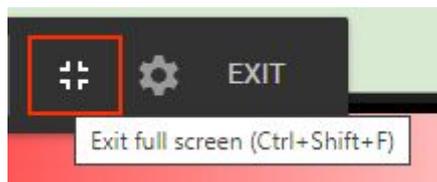
    - This will give you access to the resource you are presenting, and also the chat function to monitor any messages from your class.
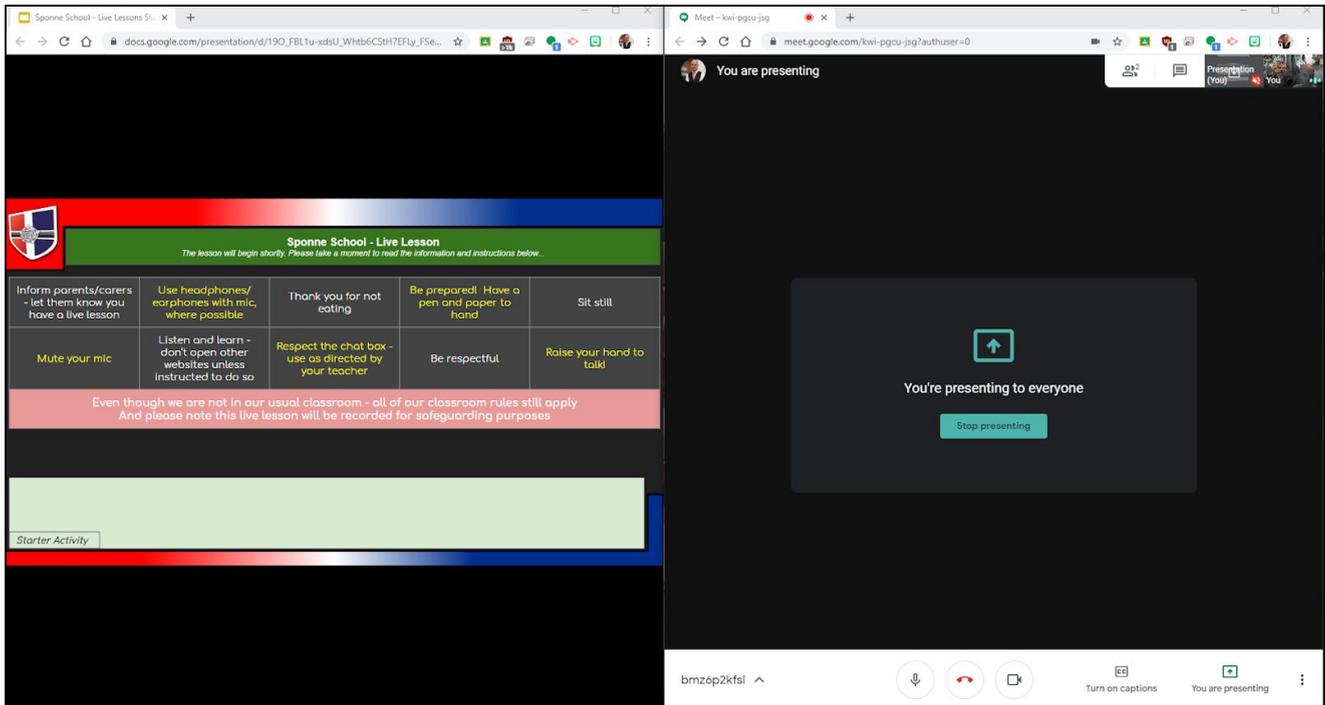
- To end the lesson, ask students to leave. You can monitor the counter (top-right) to check if users remain. If any student does not manage to leave, you can remove them from this menu.

- Reminder; all students must leave, before the teacher does!
  - **The teacher must always be FIRST IN and LAST OUT**
- At which point you can click the end call button.

- The meeting has ended, and a recording will be generated, and appear inside My Drive, within a folder called **Meet Recordings**. There may be a delay to the file appearing, due to video processing. It may also include a text file, if the chat facility was used.
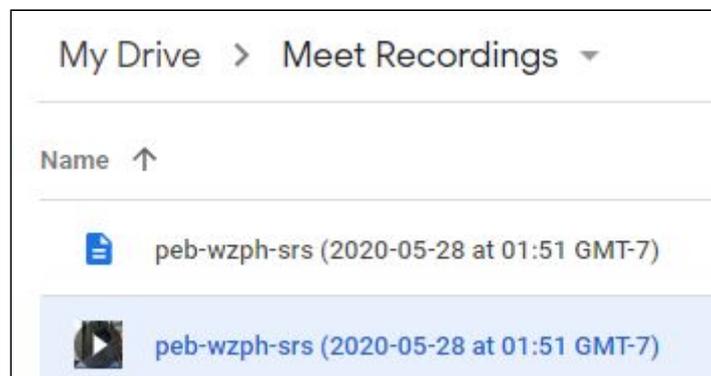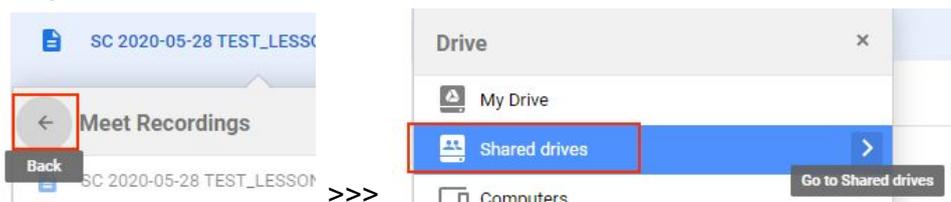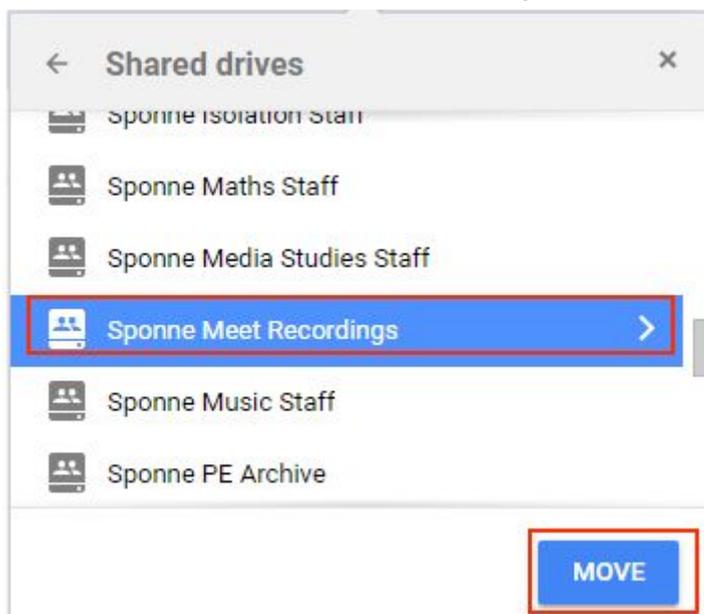
Post Live Lesson

- In order to comply with GDPR/ safeguarding, the lesson recording must be kept and managed following this protocol;
    1. Wait for the email confirmation of the recoding
    2. Rename the video and text chat files following this convention;
       Lead staff initials followed by reverse date and then class code:
       E.g. **AMG 2020-06-03 12IT1**
    3. Select the files
    4. Right-click Move to
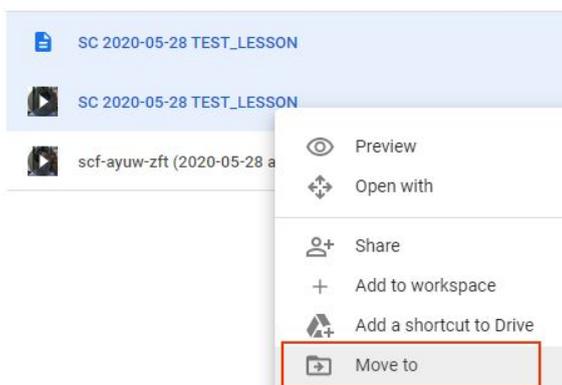
    5. Navigate back to 'Shared Drives'

    6. Then move into 'Sponne Meet Recordings'

    7. If you are not the owner of the recording (e.g. it goes to another teacher in your department), please see advice under the section '*Post Live Lesson - Ownership Problems*'.

Behaviour and Conduct Expectations

- Students should be behaving and conducting themselves as they would be doing in a normal lesson and its important to set this out at the start.
- Set out your expectations for behaviour and conduct at the beginning of the lessons.
- If students speak, encourage the use of Standard English (not slang) to create a formal approach to the lesson.
- If they write in the chat, encourage good grammar, punctuation and politeness wherever possible.
- Students should only make positive helpful comments in both the chat and speaking.
- Derogatory comments, bullying, comments intentionally made to cause offense or create a distraction, will result in the student being muted and prevented from joining in, or they may find themselves removed from the room.
- If you encounter a behaviour issue during a live lesson the teacher should email the parent after the lesson and explain what happened. Please also cc their Form Tutor & PLL.
- In simple terms: abuse of the chat function = mute/remove it or remove the student form the room

Praise and Rewards

- Please reward students who are engaging well and contributing to the lesson with Sparks.
- For students who are amazing in live lessons – consider sending a congratulatory email to the parents and informing the PLL through their weekly nominations.

Google Suite Support

Teacher support is offered here. Where problems still exist, please contact Scott Cornelius. A message over Google Hangouts is preferred, with screenshots of your issue, if relevant.

Post Live Lesson - Ownership Problems

- These steps are only necessary, if you are not the owner, of the Meet Recording, which is created.
    1. Find the teacher (in your dept.) who has the file.
    2. Ask them to right-click and share
    3. Enter the email address of the intended owner
    4. Click share
    5. Then repeat steps 3 & 4, this time changing the permissions, as shown below;
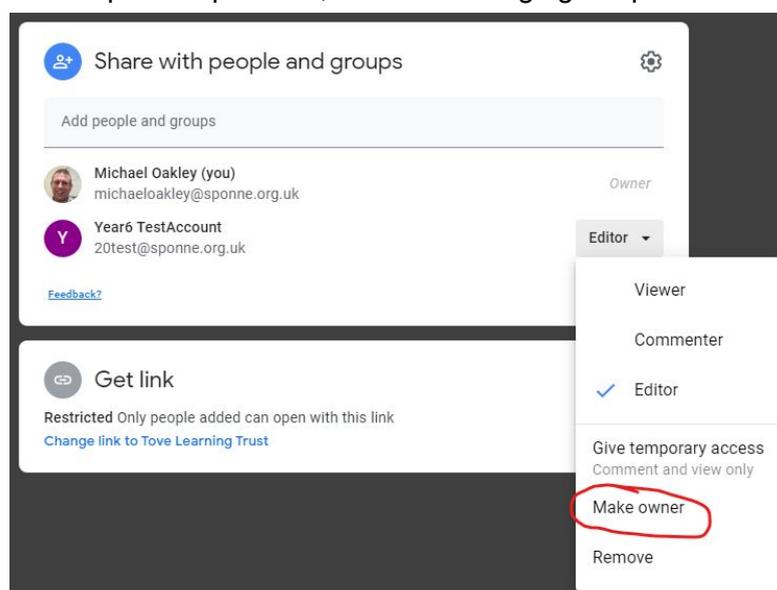
Union Guidance

We would never request that colleagues undertake tasks that go against the advice of their Union. However, a large number of staff have expressed a keen interest in delivering live lessons. This innovation and engagement is wholly encouraged.

Colleague's choice to continue to facilitate amazing home learning without doing live lessons is fully respected.

National Education Union Guidance:
https://neu.org.uk/advice/coronavirus-distance-teaching-and-learning-secondary-teachers

NASUWT Guidance:
https://www.nasuwt.org.uk/advice/health-safety/coronavirus-guidance/arrangements-for-remote-teaching-learning-support.html

ASCL Guidance:
https://www.ascl.org.uk/Help-and-Advice/Leadership-and-governance/Health,-safety-and-safeguarding/Coronavirus-essential-information/Coronavirus-FAQs/Teaching,-learning-and-assessment-FAQs

NAHT Guidance:
https://www.naht.org.uk/advice-and-support/coronavirus-news-and-guidance-for-school-leaders/