

Use of Google Classroom – Protocol during Coronavirus Closure

Pupils and Parents/Carers

Google Classroom

All staff have been asked to ensure pupils in each of their classes have appropriate work set on Google Classroom. This work should be monitored and feedback given that is meaningful and given at the appropriate time. Staff are also asked to monitor engagement and to make their PT aware of non-engagement on a weekly basis.

Live-Streaming Lessons

Teachers may wish to live-stream lessons from their homes to pupils. This should **only be done using the Google Meet platform** that can be accessed from Google Classroom.

Live-streaming will only be used where the teacher feels this would be beneficial.

For senior phase classes in the mainstream school a one hour slot per week will be allotted to each subject area and staff should use this time to ensure that pupils are not expected to be in more than one class at a time.

Expectations of pupils and parents

To ensure that live streaming of lessons works effectively:

- All live sessions should be recorded. Pupils must not share any materials from these sessions with anyone else. If materials are found to be shared (on any platform) then the pupil may be blocked from future sessions. All concerns will be reported using the usual behaviour management protocols in school.
- Pupils should turn their microphones to mute as this prevents noise disruption during the lesson. If they wish to ask a question or respond they can either turn the microphone on or type their comment.
- If a pupil does not want to be recorded they can turn their camera off.
- Pupils must behave appropriately at all times. The teacher is able to mute the pupil and can remove them from the session if it is felt that behaviour is not appropriate.
- Pupils should only contact staff through Google Classroom or through an email address (ending either @ab-ed.org or @aberdeencity.gov.uk) given to them by their teacher.
- Parents should not be contacting teachers for information. Parents should use existing methods of communicating with the school – 01224 710700, BucksburnAcademy@aberdeencity.gov.uk, ASN Wing class teacher, PTPS, PT ASN Wing, SMT.
- Please ensure the background in your home is neutral and no other people are visible or audible during the lessons.
- Please ensure appropriate dress during the live-streaming.
- Parents should not get involved in the lessons, but please talk to your child about them afterwards and encourage them to take part. Engagement with Google Classroom will be monitored by the school.