



Koinonia Federation – Primary Campuses - Live Meets Protocol

The purpose of Live Meet calls can include:

- regular face to face contact with the children
- checking in on children’s learning and wellbeing
- allowing teachers to share learning overviews with the children
- sharing stories with the children
- show and share learning with the class and celebrate achievements during the week

Do note: These sessions are for children, not adults/parents. By joining the Live Meet session you **agree** to follow the Koinonia Federation Meet Rules – they are there to keep everyone safe and give everyone a positive experience.

Student’s responsibility	Parent’s responsibility
<p>Pay attention – just as if you were in class! (No toys, no devices, no pets, no food)</p> <p>No chatting while the teacher is talking.</p> <p>Face the camera and have it turned on all the time.</p> <p>If you want to say something, put your hand up (just as in class) and wait for the teacher to let you speak.</p> <p>Keep your microphones muted unless you are asked to unmute by the teacher.</p> <p>Be fully dressed in your school uniform.</p> <p>Do not take photos of the screen or record the session.</p> <p>Join the session at the time given and leave when asked.</p> <p>Be respectful and observe the Koinonia Federation values.</p>	<p>Please make sure the children understand and follow the correct protocol.</p> <p>Please make sure that your child is ready 5 minutes before the advertised start of the meeting, to ensure that you are on time and that you don’t delay the meeting and are not locked out.</p> <p>Please help your child set up and access the Live Meet session; although the session is aimed for the children, we understand that some students, especially the young ones, will need your support (eg. with un/muting).</p> <p>Please ensure it is only the child who is contributing to the lesson. If you have any questions or queries, please contact the teacher via the admin office.</p> <p>Please ensure that your child is appropriately dressed in school uniform.</p> <p>Ensure you have a neutral or appropriate background, ideally blurred or with the Live Meet background wallpaper.</p> <p>Please ensure other family members including the little siblings are appropriately dressed and out of camera shot and do not contribute to the video call.</p> <p>Please do not take photos or film the session on another devices as this is a safeguarding and GDPR issue.</p>

The children who don't follow the rules might be removed from the session.

Please note that the sessions **will** be recorded by the teacher for quality and safeguarding purposes.

Koinonia live meet rules

	Pay attention as you would do in class. No toys, devices, pets or food.
	No chatting when the teacher is talking.
	Face the camera and have it turned on at all times.
	Put your hand up and wait for the teacher to let you speak.
	Keep your microphones muted unless you are asked to unmute by the teacher.
	Be fully dressed wearing your school uniform.
	Recording of the session or taking photos of the screen is not allowed.
	Join the session at the time given and leave when asked.
	Be respectful and observe Koinonia values.