



Our children are now using Zoom and Google Classroom to communicate with their teachers and are offered an invite to join at least once a day. Does your child know about meeting etiquette?

Zoom calls and video conferencing are a fun way for our children to keep in touch with school friends. There are some rules of etiquette that these new home learners might not be aware of. Take a few minutes to go over these Live meeting etiquette guidelines with your child before their next video chat with their teacher.

Be Presentable

Take a few minutes to make yourself presentable. Brush your hair and teeth. Change out of your pyjamas. Avoid having other people appearing on the screen behind you. This meeting is for you and your class only.

Have Materials Ready

Be ready for your Live meeting. Gather any materials you need ahead of time. Also, make sure you go to the bathroom beforehand. If you want to have water, grab a bottle before the meeting starts.

Stay in One Spot during the live meet.

I know this seems like a great time to give your school friends a tour of your home and introduce them to your pets and toys, but resist the urge. It's distracting to the class. So, stay put and schedule a video call with your friends later.

Don't Use A Fun Background

Don't use the backgrounds when you are on with your teacher. It makes it very difficult for them to see you. If possible, find a spot in your house that has a simple background and has good lighting. But, don't sit in front of a window with the light streaming in behind you; that will also make it hard for people to see you.

Know When and How To Mute

The mute button is your friend in a Live meeting. When your device picks up any sound, Zoom or Google Meet grab your screen and puts you front and centre. That's great if you are answering a question or adding a comment. However, it's not so great if your brother and sister are playing loudly in the next room. Turn on mute and keep it on until it is your time to speak.

Find a Quiet Spot

To avoid distraction for you and the others on the conference call, find a quiet spot in your house. It will be easier for classmates to hear you and for you to hear them.

Be On Time

Be on time for your live call. Using Zoom, ask an adult to log you into the call a few minutes early to make sure your device is working properly. On Google Meet, click the

meet link as soon as it appears. YR/Y1 once a day. Y2-Y6 twice a day which includes the PE session from Saints and the weekly assembly.

Wait Your Turn

Teachers will probably give you a signal to use, like raising your hand, if you have something to say. Use good manners by using this signal before speaking. Don't forget the chat facility is there to discuss work. However you should be prepared to speak up when you are asked to in a meeting.

Be Respectful

During your Live meetings with your teacher and class, act like you would in your class at school. If you wouldn't do it during a class at school, don't do it on the call.

Learning the Live meeting etiquette will help make the calls with your teachers both more productive and more fun!