



# Benhurst Primary School

## Google for Education Video Meeting Protocol for children



'Only my best is good enough for me'

### Joining the meeting



Your parents will receive notification via email that a meeting is scheduled.

### Before the meeting

	Have everything you need ready.
	Find a quiet spot in the lounge or kitchen (not your bedroom).
	Let your family members know that you are in a meeting.
	Don't use a fun background or sit in front of a window.
	Be presentable (and check that anyone who is in the background is presentable).
	Be on time. The teacher will let you in from the waiting room.

### During the meeting

	Stay in one spot during the meeting.
	Use the mute button until you are invited to speak - wait your turn.
	Be respectful just like you would be in class. If anything concerns you, tell the teacher.
	If the teacher says you can, use the raise hand function to show you have a contribution.
	Think before you contribute.
	No eating or chewing gum.

### At the end of the meeting

	Wave goodbye as you leave!
	Ensure you leave the meeting and log out.
	If you have any questions you can message your teacher using the Class Question Box or send an email to school.

