



Loving to learn, Learning to love.
For every child a chance to shine



LAYSTON C of E FIRST SCHOOL
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Headteacher Mrs A McMurrrough

11th February 2021

Dear Parents/Carers,

Year 1 Google Meets - How to join and some house rules!

When?

Monday 22nd February at 11:00am

Do I need to download anything?

For **tablets or smartphones**, you will need to download the "**Google Meet**" app.

For **laptops/desktops**, you just need a 'modern' browser such as Google Chrome, Microsoft Edge or Mozilla Firefox and to go the website: meet.google.com

Do I need to do anything else?

Yes! Please make sure you can sign in to your child's Google account (either on the Google Meet app or the website: meet.google.com) before Tuesday with these details:

Do not use your own email address as you will not be allowed into the meeting.

**Be aware that on the app you can only see the speaker and a few other faces - on the website you have the choice to see everyone at once. We will be using the website at school.*

How do I join the right meeting?

You will be sent a meeting 'nickname' to type into Google Meet. This will be emailed out at roughly **10:30am - just before the meeting starts**. I will also post a backup link that you can click on (or type in) in case that doesn't work.

Google Meet app

Open the app

Sign in to the app using the google account details above (check in advance that this works!)

Click on "Join a meeting"

Type in the 'nickname' posted on tapestry





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Using a computer (Google Chrome, Microsoft Edge or Firefox etc)

Go to: meet.google.com

Sign in (top right) using the google account details above (check in advance that this works!)

Click on "Use a meeting code"

Type in the 'nickname' posted on tapestry

Finally...

1. If everyone could join with **microphones muted at the start**, that would be really helpful. Having done plenty of live meetings with small groups of adults, I know that it can get very noisy if everyone's mic is on!
2. This is a **meeting for your children** - I know that you will need to be around to support your child to log on and to unmute etc., but I would be very grateful if you could not talk at the meeting. If you need to talk to me please call the school or contact me through tapestry or my email.

Please email us if you have any issues and we'll do our best to help!

sbetley@layston.herts.sch.uk nhadfield@layston.herts.sch.uk

Hopefully it will be an enjoyable session for the children!

Kind regards,

Mrs Betley & Mrs Hadfield

