

Year 1 and 2 live meetings using Google Meet

How to log on to Google Meet

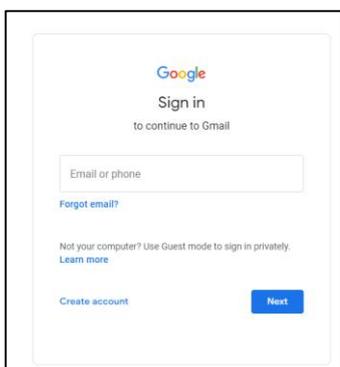
This can be done on tablets, laptops etc. Please note this only to be used if a bubble is sent home or in case of the school being closed.

Email address _____

Password _____ Time of Meeting **Y1** 9:30-10 **Y2** 10:00-10:30

Step 1: Open your web browser and search for **gmail.com**

It should look like this



Please type in the email address assigned to your child. It must be this account to access the meeting

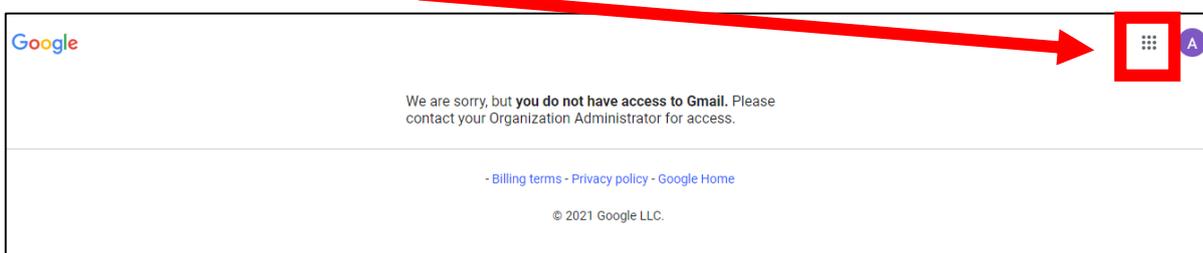
This will be their name, separated with a full stop and 3 numbers

e.g Name.Name123@monksdownprimary.co.uk

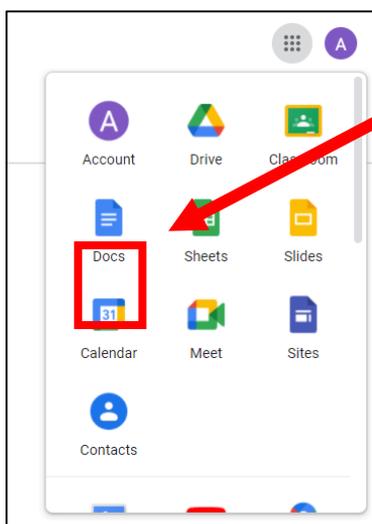
Then, please type in the password. It is case sensitive so if it has a capital, please check that you do also.

Step 2: **DON'T PANIC**. A message will come up saying you don't have permission to email. That is ok. You don't need the email ability to get on Google meet.

Instead click the grey dots in the right-hand side of the screen. On this picture we have highlighted in in red

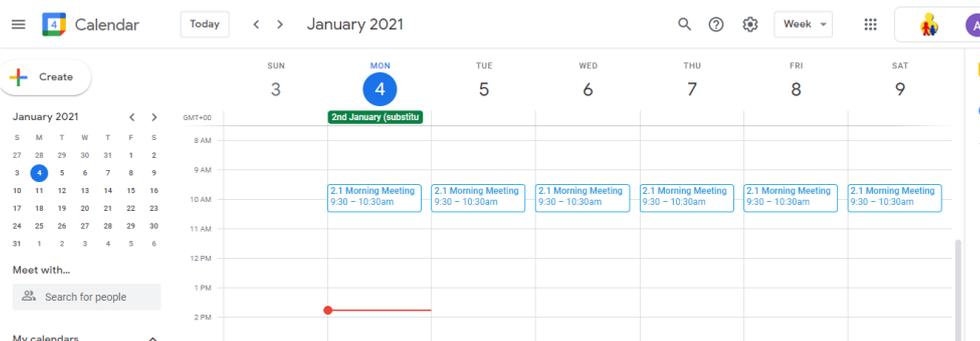


Step 3: When you click on the dots, you will get a drop-down box of different options



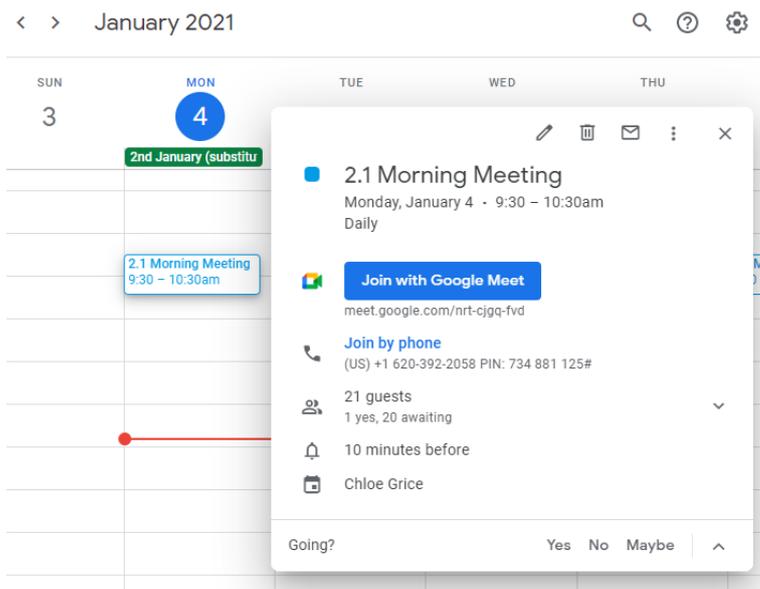
Select Calendar and you will see the meetings for your child.

This help sheet shows 2.1. Your child's class will show on theirs.



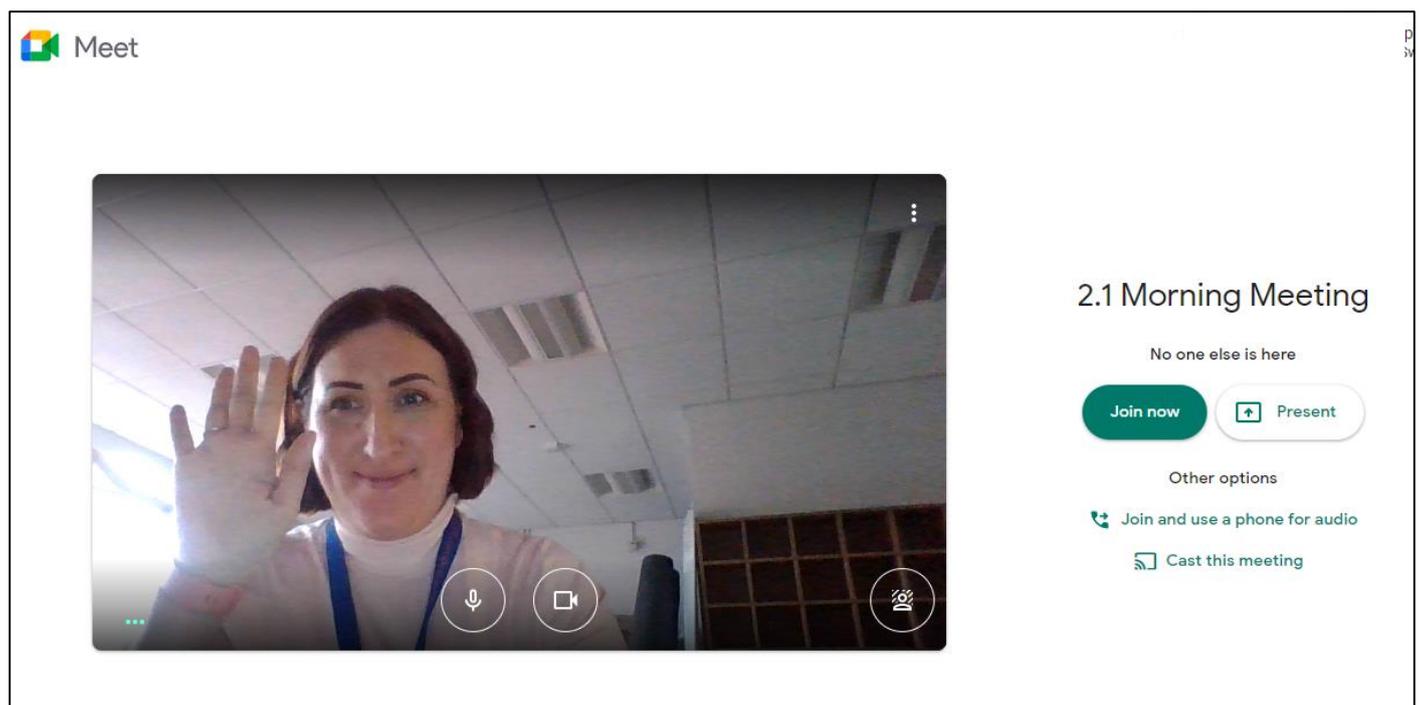
Please turn over for the following steps

Step 4: Click 'Join with Google Meet'.



Step 5: Make sure the sound is on mute and the camera is on before clicking 'Join Now'.

The expectation is that your child will be sat near an adult and dressed appropriately.



The meeting will be held by your child's teacher (Sorry but Miss Grice, who is modelling the screen beautifully, will not be on every meeting). If they are unavailable, then it will be an adult in your child's year group.