



Guidelines for using Teams meetings on MS Teams

Parents/carers will get a schedule that will say when the children are invited to their teams meetings.

Whenever possible, parents/carers will login for the children or, where the children's age/stage of development permits, will supervise the children to log on at the right time.

In Post, in the chat, there will be a box that says "meeting"; parents/carers (or the supervised child) need to click in this to join. Parents/carers or child will need to enable the mic and camera (even if the device doesn't have one) then click join again. The children should now be in the meeting.

Our 5 school rules;

- Respect yourself and others
- Do your best
- Listen and think when others are speaking
- Work and play fairly and kindly
- Move sensibly and quietly around school

When using MS Teams, children and parents/carers should remember that this is an extension of the classroom and children should behave appropriately, responsibly and sensibly, in line with the school's rules and expectations of behaviour, as they do in school.

For home use of Teams, this includes;

- Working in a place that is quiet, safe and free from distractions (ideally **not** a bedroom) and being ready on time;
- Remaining attentive and alert during sessions.
- Interacting patiently and respectfully with teachers and other children.
- Providing feedback to teachers about their learning and any relevant questions or achievements.
- Making sure that children leave the session as soon as the teacher indicates that they should do so.

Children should be supported by an adult to join and the adult should remain with them to support with technical issues and at least until another child has joined the meeting.

Once a child joins the meeting, the mic should be muted. (Depending on the age/stage of the child, if possible this will be done by the child, with the adult's support.) The teacher will invite the children to unmute and join in with their comments by name, to give everyone a chance to speak. Be aware that the microphones are often quite sensitive and do pick up background noise and other conversations taking place.

The teacher will schedule some "social time" either within the group meetings or at set class meeting times.

Please do not use Teams chat to contact teachers; please use the teacher emails given on one of the last newsletters, or phone school. The timetable is for the rest of this week and for next week. It is subject to change if there is staff absence or for other issues but if that happens we will make sure we give you notice. We are also trying to fit in two whole class meetings; we will let you know about these.