

Practicalities
Preparing for the meeting <ul style="list-style-type: none"> • Try to find a quiet place where you won't be disturbed. A communal family area rather than your bedroom is better though. • Make sure your device is charged before the meeting as video calls do use a lot of battery life. • A parent / carer should be close by while you are in the meeting – you should be on screen on your own. Parents should remain close in case of any technical difficulties. • You can select a background that will display behind you if you'd rather not have everyone looking into your house. The 'How to' guide explains how to do this. • Please get dressed for the meeting – no pyjamas!
How to join a TEAMS meeting <ul style="list-style-type: none"> • You will receive an email invitation to the meeting. You can respond to this to say if you will / will not be able to attend but you don't have to. • Teams works best through the desktop app or by using the app on your tablet device. It can be also accessed by logging into Office 365 and selecting the Teams app from the menu on the left of the page. • Once you are logged in, click on the calendar on the menu on the left of the page. • You should see your meeting in the calendar. At the meeting time, click join. • Make sure that your camera and audio are <u>on</u>. • You may need to wait in a 'lobby' until the teacher lets you into the meeting. • You will know when you are admitted to the meeting as you will see the other people on screen. • A walkthrough guide to getting on to the meeting is attached to this email or can be found on our school website.
Protocols during the TEAMS meeting <ul style="list-style-type: none"> • You should mute your microphone once you are in the meeting otherwise it gets pretty noisy. • There is a 'hand up' button that you can press if you wish to speak. • Wait until your teacher tells you to unmute before you speak. • The 'chat' channel is not to be used during the meeting unless your teacher says you can. • Behaviour expectations are the same in a class meeting as they are in class – don't say anything that you wouldn't say in the class or behave in a way that wouldn't be OK in school. • Although we would request a parent to be present in the room during the meeting, please ask members of the household to avoid the camera and stay out of the background or to make sure we can't hear them talking. • Adults or older siblings in the household should be aware that if we can hear them in the background any language used must be appropriate for the primary school classroom. • <i>Please do join in the meeting when your teacher asks questions. It may seem a bit strange at first but you'll soon get used to it.</i>

If you have any questions, please get in touch with your class teacher and we will do our best to support you with this.