Microsoft Teams Pupil Meetings

In order to ensure that we use this remote meeting facility as safely as possible we will be following the procedures below, and we would ask all families to ensure that they follow the protocols we have set as well.

Ready to learn, please ensure

- A parent / carer should ideally be present in the room during the Microsoft Teams meeting although are not expected to take part. We ask that parents monitor children's engagement to ensure focus where possible.
- School rules apply for the duration of the meeting and toys and games to be out of sight and reach.
- Full uniform is not required however we ask that your child is wearing a school jumper.
- There is no distraction in the background such as TV or radio, headsets or earphones may be useful.
- Please join the Microsoft Teams meeting at the time stated on the invite. A staff member will let you in from the 'waiting room' at the start of the meeting.
- Please mute microphones until instructed differently.
- Please ensure your child is in a quiet room for the meeting to reduce background noise and allow them to focus on seeing their classmates and teachers.
- In order to reduce distractions for all, siblings must not join in with the video call or be in the background.
- Consider the background where your child is sitting as their whole class and teacher will be able to see it, you can add a virtual background (see tips).
- Please ensure sure that the Microsoft Teams name (that appears on the screen with the video) is either your child's first name or your surname so that teachers can see who they are letting in to the meeting. Children will not be permitted into the meeting if the name is unrecognised.
- Ensure the adult(s) you see has/have a school lanyard and that you recognise them.
- All sessions will be recorded by the school for safeguarding reasons. These recordings will be stored safely in Teams for 180 days and removed in compliance with our GDPR policy for data retention.

School Protocol:

- Live teaching from the classroom should only be considered if the behaviour of all children in the class is conducive for learning and there are two adults in the classroom.
- The Microsoft Teams meeting will be scheduled by a member of staff, using only a school linked email account.
- The Microsoft Teams link will be sent out by email or Class Dojo to each family. Do not share this link with anyone else.
- Staff will operate the 'waiting room' function and let children into the meeting as they arrive but not before the time allocated for their class.
- If screen sharing, close all other tabs. Check emails are not open and only share relevant program if necessary.

- Staff will use the ‘mute’ function at times during the meeting to allow everyone to hear / be heard. Children can raise their hand or write a message using the chat function to indicate if they want to share something.
- Where possible, two members of staff will be present. Where this is not possible the meeting will be recorded and stored on the staff shared area of the server.
- If teaching from home, when using Teams will use the ‘more actions’ followed by the ‘background affects’ You may choose from the school backgrounds or the blurred background effects.
- Members of staff will wear staff lanyards to identify themselves.
- Staff must introduce themselves. If any of the adults are unfamiliar, where possible a familiar adult for those children will make introductions.
- Check before meeting starts that the family protocol has been followed.
- At the start of the meeting, remind children and parents of the protocols and expectations for the meeting.
- Staff will be dressed appropriately, as they would usually be dressed for school.
- It is expected that staff conduct, including professional and appropriate language is upheld in the usual way when meeting with children.
- All sessions will be recorded by the school for safeguarding reasons. These recordings will be stored safely on the school server and removed in compliance with our GDPR policy for data retention.
- If at any point staff are concerned about behaviours and issues on the meeting, press end meeting immediately.
- If children are causing a distraction, ask them to turn camera off.
- If children in school are participating in a Teams meeting from a netbook, turn the camera off and mute if they are in the classroom.

Microsoft Teams tips:

1. You will be sent an email with a link that says **Join Microsoft Teams.** You do not need the Microsoft Teams app to enter a meeting, you just click on the link.

2. Choosing ‘Gallery view’ or ‘together mode’ means that you will be able to see each person in the meeting in a grid or auditorium, rather than only the person speaking at the time. This feature is available on the app but not browser.

3

This is where you click to turn camera off or unmute yourself when it is your turn to speak.

This is where you can choose a virtual background. Click and select ‘Choose Virtual Background’.

Write a message to your class.

This will terminate the meeting