



How to Behave during a Teams Meet Session

Protocol for Pupils and Parents

At tier 2 and tier 3 of our Blended Learning provision, Team meetings will be held with the children at two points during the day. These will be held via Microsoft Teams and it is important that when you take part in these sessions you follow the 'How to behave during a Teams meeting protocol' to protect yourself and our staff.

Parents and Carers will:

- Read the guidance and expectations outlined and ensure these are adhered to by your child when taking part in the class sessions with their teacher.
- Wear suitable clothing if the chances are that you will be passing within screenshot whilst moving around your household.
- Ensure your child is located in a suitable area of the house, away from their bedroom.
- Use appropriate language only, even if communicating with another member of the household. This includes gestures and other body language.
- Not share any content you may have recorded or have been sent by another parent/carers. Any such actions should be reported to the school as soon as possible.

Code of conduct for pupils:

- Please be prompt. If you have not joined the session within the first 5 minutes of the scheduled time, then you will be assumed to be absent.
- It is expected that both you and your teacher will have their cameras turned on during the session. Please ensure that there is nothing unsuitable or inappropriate in the background or use the settings on Microsoft Teams to 'blur' your background.
- Sessions should not be conducted from your bedroom. Use a more public space within your home.
- Double check that any other tabs you have open in your browser would be appropriate for your teacher to see if you were sharing your screen.
- Pupils must be dressed appropriately – no pyjamas!
- Do not record, or screenshot the session.
- Do not share any content that may have been recorded or have been sent by another student. Any such actions should be reported to the school as soon as possible.