

Child's Guide to online video calls



Your Teams calls will be at 9am and 2pm each day.

Like in school, there are some rules to keep us all safe.

1) You need to make sure you arrive on time. Your teacher will start the meeting so you do not need to worry about that! It is a good idea to get set up 5 minutes beforehand so you know everything works.



2) Make sure you are dressed appropriately. Pyjamas are not sensible clothes for a meeting with teacher but clothes you wear to school on a mufti day are.



3) Make sure you are in a quiet room, where other people cannot be heard talking and where you will not be disturbed.



4) Make sure your camera is turned on at all times unless your teacher turns it off.

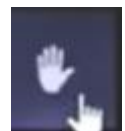


5) Blur your background, but don't use other backgrounds.

6) You will be muted when you join the meeting.



7) You can raise your actual hand or the hand on teams when you would like to speak. Your teacher will then unmute you - do not unmute yourself,



8) Please do not take any photos, screenshots or videos of our call.



9) If you are not being sensible or safe during the conversation, your teacher will end the meeting and your parents will be called.

We cannot wait to speak to you on 'Teams' and discuss all the fantastic work you have been doing!