

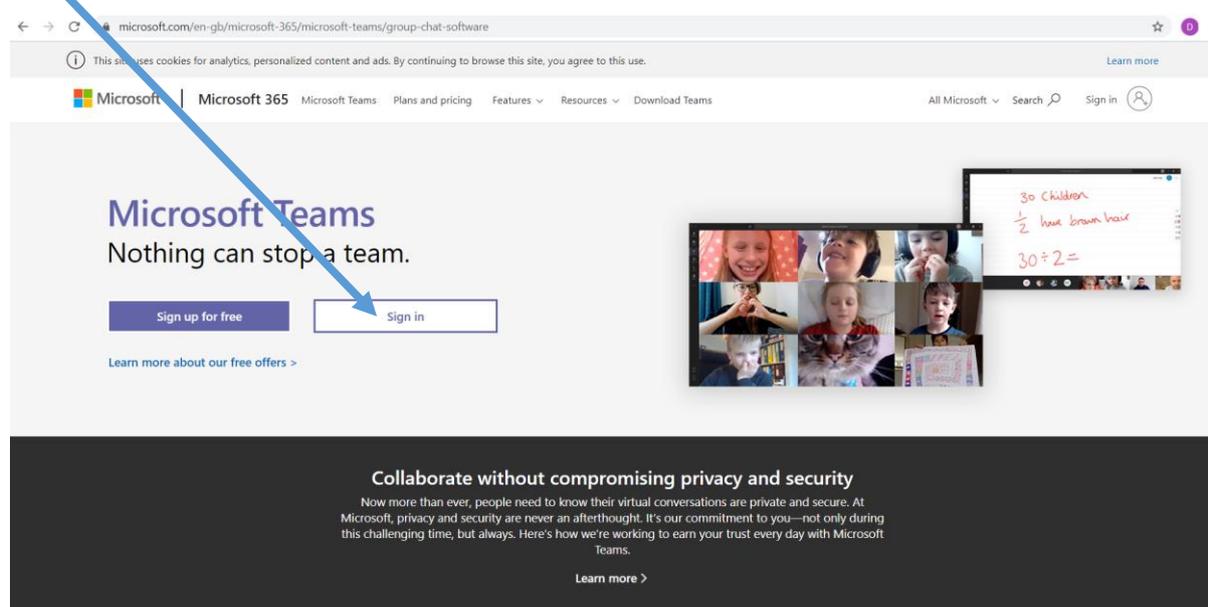


Live Microsoft Teams Sessions

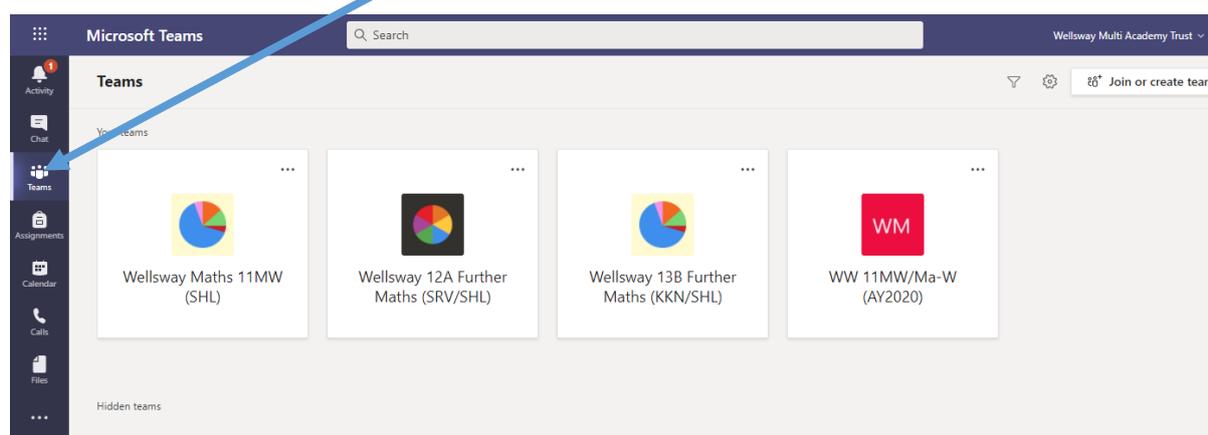
Parent Guidance

All students can have Microsoft Teams installed onto their home computers, smart phones and tablets. It can also be accessed through Xbox and PlayStation games consoles if you are connected to the internet. This can be done easily by searching 'Microsoft Teams' in your search engine, or by following the links provided within the web-based version.

Sign in – You should use your school login.

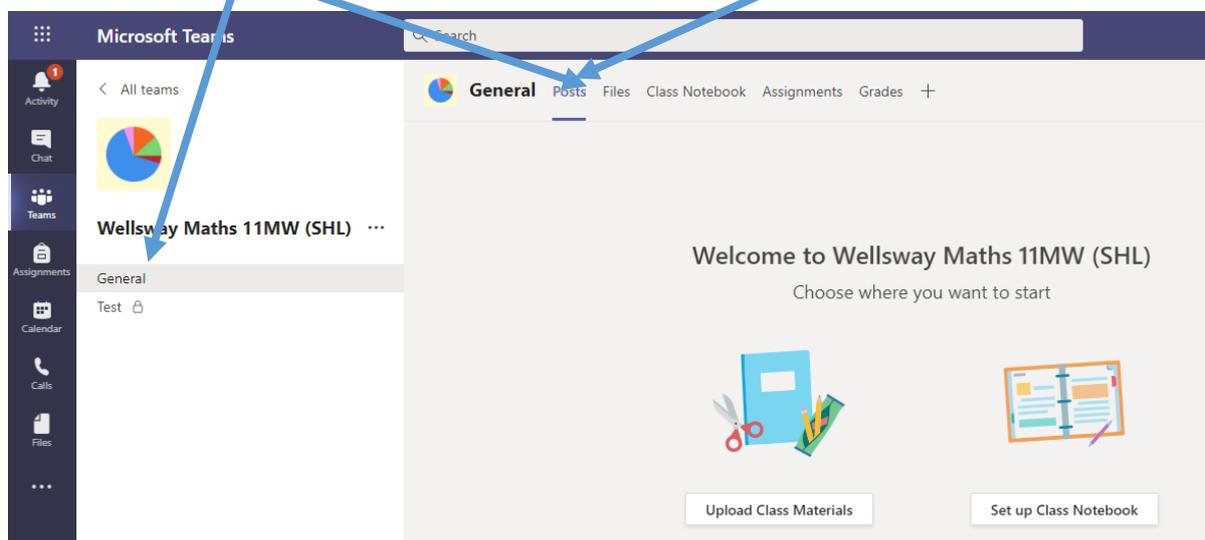


Once you have signed into teams you should see the main page and the classes you belong to displayed as teams. If not, then click the 'Teams' icon on the left of your screen. If you are not included in a class team, please contact your teacher via office@cheddargroveschool.org.uk and they will ensure you are invited in to the class.





All classes have a 'General' area and under here you will be able to see the team posts/chat and a files area that will have some shared resources, if your teacher/s have uploaded any resources they may want to share with you. This could include PowerPoints, PDFs, Word documents or Excel spreadsheets etc...



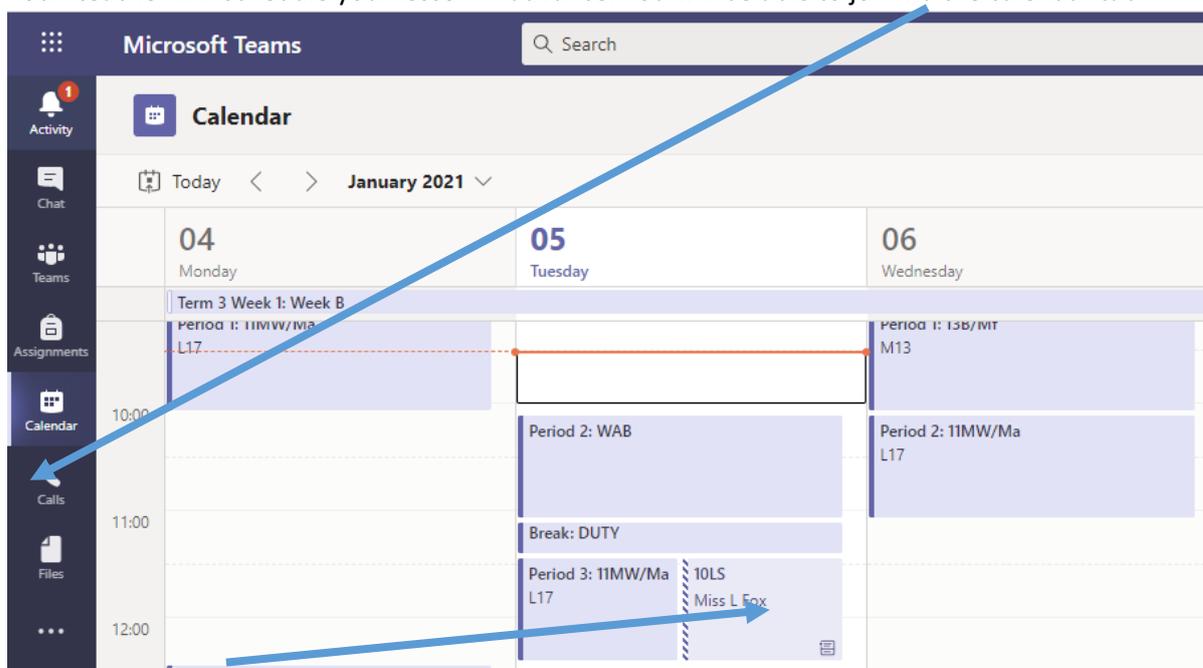
Please follow the guidance when joining a live session with your teacher.



Joining a live, video-enabled session with your teacher:

At the timetabled time, your class teacher will start a live 'Face to Face' meeting session.

1. Your teacher will schedule your lesson in advance. You will be able to join via the calendar tab



Then you just click here and click on 'Join'.

Parents and Carers will:

- Read the guidance and expectations outlined and ensure these are adhered to by the student, when taking part in any live session.
- Be expected to be present in any 1:1 session, should a 1:1 session be necessary
- Wear suitable clothing if the chances are that they will be passing within screenshot whilst moving around their household.
- Ensure their child is located in a communal area of the house. Where parents feel that they are best located in a room on their own, the door should remain open, with an adult within earshot of the session.
- Use appropriate language only, even if communicating with another member of the household. This includes gestures and other body language.
- Not share any content they may have recorded or have been sent by another parent/carer. Any such actions should be reported to the school as soon as possible.
- Raise any concerns they have about any element of the session with the school as soon as possible. Again, we would ask that students and parent/carers ensure they have read the above guidance and expectations carefully and adhere to them at all times. Doing so will result in a more valuable experience that is safe and positive for all.

Please note for e-safety purposes only children using their Microsoft Teams account will be allowed to join sessions.



Live session guidance

- The sessions are 20-30 minutes, so in order to best aid your child's learning, please join the meeting on time.
- It is optional to have your video stream turned on.
- Live sessions should not be joined from your child's bedroom and a more public space like the living room or kitchen should be used. If the child is in a room on their own, the door should remain open, with an adult within earshot of the session.
- Children should not contact teachers via their email addresses. Instead, parents should use office@cheddargroveschool.org.uk as normal. To promote good behaviour, praise will be used in the first instance following the school's behaviour policy.
- It is important that you consider safeguarding and your surroundings. Teachers are duty bound to report safeguarding incidents that could result in child protection issues.
- Children must be dressed appropriately, no pyjamas.
- Please do not record or screenshot the session as this will breach the acceptable use policy. Pass on any concerns you have about any element of the session to your parents/carers. This concern should be raised with the school as soon as possible.
- Children must keep their microphone muted unless asked to unmute by the teacher.
- Children must not use the chat function unless prompted by the teacher.
- Children must not use the chat function after the meeting is closed.