



Protocol for online interactive lessons using Microsoft Teams

- Access Microsoft Teams via the APP, if possible, as the children will get a better learning experience. If this is not possible, you can still access it via the web browser but you may not get the full functions.
- Wear suitable day clothes.
- Ensure other household members know the lesson is taking place to minimise disruptions.
- Devices to be used in appropriate areas and where possible be against a neutral background.
- The same expectations of behaviour apply online as they do in the classroom.
- Lessons to always be pre-arranged by the class teacher.
- Parents to be present or in a nearby room with an open door.
- Children to be ready to start the lesson on time.
- Only access Teams using your own login.
- Do not share your login with anyone else.
- Wherever possible, live lessons are to be recorded and stored on TEAMS so that if issues were to arise the video can be reviewed. Parents and children will be asked to confirm they are aware of this and give consent at the start of each session.
- Children's microphones should be set to mute and only unmuted when asked by the teacher.
- Children can signal they have a question by raising the hand icon.
- At the end of the session, the class teacher will end the session for all.