

Taking part in meetings or lessons using Teams - Pupils' Guide

Your teacher may invite you to take part in an online meeting or lesson using Teams. This is just like being in your class with your teacher and classmates so make sure you follow our school rules - **READY RESPECTFUL SAFE** when you are taking part.

READY

- If you are taking part in the meeting/lesson make sure you are there on time.
- Begin with your camera off and microphone muted until your teacher tells you to switch them on.
- Follow instructions given by your teacher.
- Be prepared with any materials your teacher has asked you to bring eg paper, pencil.
- Actively take part in the meeting/lesson eg nod or use a thumbs up to show you understand or agree.
- When speaking, look into camera.

RESPECTFUL

- Show respect to everyone in the online classroom
- Use the 'hands up' tool to make sure you aren't talking over others.
- Use the chat function to sensibly answer or ask questions.
- Only add comments or questions relating to the meeting or lesson.
- Use appropriate language or emojis and make sure all posts are respectful.



SAFE

- Make sure you are working in an open space near an adult (not in your bedroom.)
- Let others around you know that you are having a meeting or lesson.
- Make sure you are dressed appropriately - no jammies please!
- Do not record or take photos during the meeting/lesson or share these on social media.
- If you see or hear anything which makes you feel uncomfortable, please let an adult know straight away.

Taking part in meetings or lessons using Teams - Parents' Guide

In Gylemuir we will be using a variety of methods to deliver teaching and interact with our pupils. Your child's teacher may invite them to take part in an online meeting or lesson using Teams. Please take time to read the information below and discuss the Pupils' Guide with your child/children.

Online Meetings

Teachers may invite groups of pupils to have a meeting on Teams. This will allow pupils to interact with their teacher and classmates in an informal way.

Online Lessons

An online lesson may be arranged for your child's class or group. This is an opportunity for the teacher to deliver information or instructions for an activity to be completed by pupils either then or later away from the computer. These will be short, focussed sessions.

Useful Advice

- Parents should be aware of when their child is engaging in a meeting/live lesson.
- Make sure others in the household are aware a meeting/live lesson is happening.
- Make sure your child is in a suitable area of the home.
- Listen into meetings/lessons if necessary
- Support your child during the lesson if this is needed.
- As this is an opportunity for pupils to engage with their teachers, please do not ask questions or speak for your child during the meeting.
- Contact the school if you have any concerns regarding meetings or live lessons.

