



A simple guide for using Teams effectively.

1. Teams meetings are instead of being in the classroom with your teacher. The same rules and expectations of behavior apply whether you are in school or on a Teams meeting. We expect everyone to be sensible and polite, just as if you were talking to your teacher face to face.
2. There is a chat function available. This is only to be used to ask your teacher a question about the learning for that day.
3. If you think of a question while your teacher is talking, please press the 'raise hand' button and you will be asked when your teacher has finished talking
4. The chat function is **NOT** to be used for social chat between pupils before, during or after a meeting.
5. If children or parents need to speak to the class teacher individually, please contact them via email and the teacher will reply as soon as it is convenient.
6. Use the chat function at any time during the day to ask your teacher a question and they will answer it as soon as it is possible to do so.
7. Your teacher will share the learning activities for the morning/afternoon which you will be able to access in assignments.
8. Enjoy your learning at home. Once you have completed an activity remember to click 'hand in'. Your teacher can then see how you are doing.
9. Every fortnight a new home learning grid will be uploaded. This will contain further detail for all other subjects (other than maths and English which will be set daily) therefore this grid will still need to be looked at every day.
10. It is always great to see your smiling, eager faces ready for the day. It is also exciting to see pieces of work that you have completed and to hear you talk about your learning. We know it is not easy, and it is not the same as being at school, but it does give you the 'school day experience' from the comfort of your own home!

Good luck and well done for being a home-learner superstar!