



MS Teams Protocol

The following rules will help to keep your child and others safe and ensure that learning time is maximised. The behaviour that we expect in school and the classroom applies to the virtual classroom too. By accessing an MS Teams school session, you agree to adhere to these guidelines.

- Only the child being taught should be on the call.
- Keep background noise to a minimum wherever possible. Headphones can work for some pupils.
- Children should turn their microphones off until asked to turn them on by an adult.
- No recording of the meeting should take place on any other device, including screen shot by the pupil, parent or occupant of the household.
- School may record the meeting for training purposes.
- Children should be dressed appropriately (they do not have to wear school uniform).
- Parents/ carers should support behaviour to ensure lessons are not disrupted but not join in the lesson or comment during the lesson.
- Please sign in promptly for the scheduled sessions.
- Children should have a pen/pencil and paper to hand to make notes if they need to.
- Children should not use their MSTeams log on to email/ message others.
- Contact with staff should be via a telephone call to school or email info.elwick@nllt.co.uk
- If you are experiencing any difficulties, please let us know as soon as possible and we will do our best to help.