



## Microsoft Teams

### Expectations for Parents/Carers and Children

- Teams activity is monitored, by staff, at all times.
- Communicate, with staff, within normal schools hours, as much as possible – please use Dojo not Teams to contact staff.
- Please be patient waiting for responses, as we can't always give immediate answers.
- Children should use Teams in a quiet place. There should be no distractions in the background.
- If someone does not follow the Teams rules, they will be removed from the lesson and will need to meet with the Headteacher.
- Children must never use Chat in Teams.
- Remote Learning is not a choice – the Government say you must complete your work.
- Everyone must always show HEART: happiness, encouragement, aspiration, respect and teamwork.
- No-one must take pictures or record the live session – it is strictly forbidden.
- Children must not interfere with other people's work.
- Children must not copy work, from the internet.
- If staff or parents/carers have any safeguarding worries/reports, they must call school immediately.
- Staff will be in control of the session, at all times.
- Behaviour must be excellent, at all times.
- Please turn your mic off, unless asked to use it by the teacher.
- Please make sure you are dressed (uniform optional).
- Never share contact details/personal information with anyone.