



Moor Park Primary School

Protocol for online Teams meetings /Communication with teachers

In order to make online meetings comfortable, productive and as safe as possible for all participants, we are asking parents and pupils to observe the following guidelines.

- The purpose of the meeting is to give the teacher and the class an opportunity to stay in touch. It may sometimes be a teaching/learning session
- Please test the technology before the meeting so that your child can join on time
- Your child should be appropriately dressed
- Make sure that the meeting is taking place in a quiet space of the house
- Please make sure a parent/carer is in the room with your child during the meeting
- Use video where possible so that participants can see each other
- During the meeting, please keep your device stable so that the image is not constantly moving around
- Encourage your child to listen and to put their hand up (using the hand icon) when they want to say something.
- Encourage your child to join in - in an appropriate way (teachers have the ability to remove children from the meeting if necessary).
- Parents/pupils must not take photos or screenshots

Private chat facility

Pupils can make contact with the class teacher using the private chat facility if they are experiencing difficulty with their learning. Messages to the teacher should be related to learning and contain appropriate language and emojis. Messages to teachers should only be sent during school hours.

February 2021