



Beaupré
COMMUNITY PRIMARY SCHOOL

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Web: www.beaupreprimary.co.uk Headteacher: Mrs Michelle Munday

Microsoft Teams sessions:

Important disclaimer: By accessing the TEAMS meeting, you are also agreeing to the terms of use below:

Information for parents

Please be aware that the following apply to live sessions:

- An adult must oversee their child/ren on the TEAMS meeting
- Switch the settings to have microphones off when joining a session unless the teacher asks for it to be otherwise
- Camera functionality should be on
- Sessions are **NOT** to be recorded or photographed by parents or pupils.
- During sessions, screen shots using the device or other devices are strictly **NOT** allowed
- The host (Teacher) is in control of who can control the screen
- Be conscious of background environments and others in the room
- Staff, pupils and anybody visible to the screen will wear suitable clothing
- Any device used should be in an appropriate area, for example; at a table, and where possible, be against a neutral background
- Language must be professional and appropriate, including any family members in the background
- Please note if you are late for the session, you can still join
- Staff have the right to remove a child if they are behaving inappropriately in a lesson
- Live lessons will be recorded so that they can be accessed for up to a maximum of 20 days

Helpful tips for pupils' success using Microsoft Teams:

- Make sure you are muted when not talking, unless you are asked otherwise by your class teacher
- Respect others – Think about what you are going to say/write
- Ask questions using chat function or put your hand up using the hand feature if wanting to ask a question live. Please be patient on a response from your teacher / TA
- Focus on what is being taught or said, rather than distracting others
- Make sure the adult you see is the person you know from school
- Do **NOT** mute anyone other than yourself. Muting others is not appropriate
- Do **NOT** remove anyone other than yourself. Removing others is not appropriate

Any inappropriate behaviour or disregard for these rules will be reported to Mrs Munday