



Grange Primary School

Parent Guidance for Live Teams Meetings

Microsoft Teams is an interactive video conferencing platform that enables teachers to deliver live lessons to their pupils. We plan to use Microsoft Teams alongside a range of other learning experiences, such as demonstration videos, interactive games and independent learning tasks set by class teachers, to further enrich our home learning programme.

Pupils can access Microsoft Teams through their Glow account. Teams Meetings can only be accessed through a shared link and only members of the class will be invited to participate.

You can support us in delivering Live Lessons by following these guidelines:

- Give permission for your child to take part in Live Lessons. Please advise the school immediately if you wish your child to 'opt out'.
- Read through the 'Pupil Teams Guidance' PowerPoint and the 'Grange Internet Acceptable Use' policy and encourage your child to adhere to these rules. These can be found on our school blog.
- Ensure your child is dressed appropriately. (school uniform is not required)
- Encourage your child to behave appropriately and be respectful throughout the call. Inappropriate behaviour may result in your child being removed from the meeting.
- Position your child's device in a room where you can monitor their activity.
- Keep the background clear (ideally with their back to a wall) and ensure the room is quiet and well lit. Use 'background blur' if possible.
- Advise other household members that a live lesson is taking place to avoid interruptions. Be mindful that other people's comments could be picked up by the microphone. Use earphones/microphone if have you them.
- If necessary, help your child to log on to Glow and access the meeting. Contact your child's teacher if there is a problem.
- Materials posted to the Teams platform is solely for the use of your child's education and must not be photographed, copied or shared.
- Please ensure your child does not take screenshots or videos throughout the meeting.
- Ensure your child logs off of Teams at the end of the meeting.

