

# Safe use of Teams – virtual meeting guidance for parents and children



## ***Please follow the guidance below:***

- Download the Teams app – this is easier to use than the web version.
- Ensure you have the equipment and ‘bandwidth’ to support using Teams – is your signal strong enough- If you are struggling during a call turn your camera off and this should stabilise the ‘bandwidth’.
- Understand that staff will need you to stay nearby while they speak to your children, supervision keeps everyone safe.
- Remind your children to be polite and respectful however, we absolutely expect them to be excited or shy so do not worry if they behave a little differently to how they normally do!
- Remind your child that they must adhere to the ‘expectations for pupils for remote learning’ guidance.
- Know that the staff have limited time due to other families and children they need to get in contact with. If you feel you need a longer or another chat, please arrange this with the class teacher via email.
- Do not take photos or record the call- this will be done by staff where needed.
- Ensure that your household know that the call will be taking place to ensure that it is as quiet as possible to ensure an effective call and to avoid any embarrassment– we do not want to make anyone feel uncomfortable.

**And finally be respectful and sensitive as you would be if on school site.**