

EXPECTATIONS WHEN JOINING A TEAMS MEETING

REDLAND PRIMARY SCHOOL



- Join the meeting on time
- Mute your microphone unless instructed otherwise by the teacher
- The chat may be used but only if and when directed by the class teacher
- You may choose whether you have your camera on or off
- You must be dressed appropriately if your camera is on
- Ensure you are in a sensible place with a blank background
- Inform adults in the house that you are about to start a video call
- During a meeting, there may be more than one staff member present. Your class teacher will make this clear at the beginning of the meeting.
- The meeting may be recorded by your teacher. Your teacher will inform you of this at the beginning of the meeting.
- Mobile phones are not allowed to be used during the meeting
- Pupils are not permitted to record calls or take pictures of the screen at any time
- Please follow school and class rules as you would if you were in the classroom

Thank you 😊