

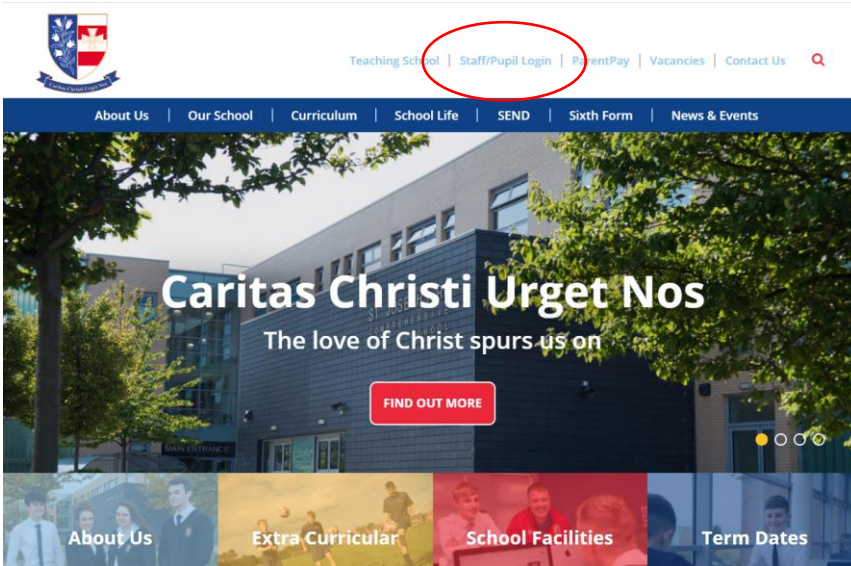
Meeting via Teams

Being invited to a meeting / lesson with your teacher

Your teacher will send you an email to your school email account to invite you to the lesson or meeting that they would like you to attend. The invite will let you know the date and time of the lesson / meeting and will tell you how long the meeting will last.

Accessing your school email account

On our school home page there is a link called 'Staff/Pupil Login'. If you click on this link, you will be able to access Microsoft Outlook.



You will need your school email address and password to be able to log in to Microsoft Outlook to see your emails.



Word



Excel



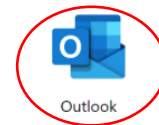
PowerPoint



OneNote



OneDrive



Outlook



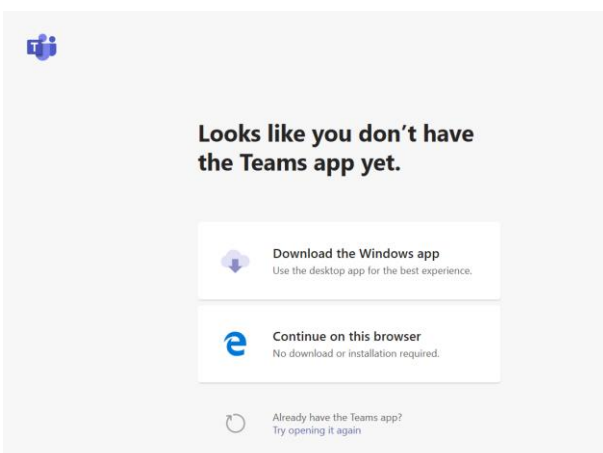
Teams

Accessing your Teams meeting

Within the email from your teacher there will be a link that gives you the option to join the meeting:

[Join Microsoft Teams Meeting](#)

Once you have clicked this link, if you have not been on Teams before, you will have the option to either download Teams as an app or continue to use your browser. Either option is fine – it will work either way!



Behaviour expectations for students accessing live tutorials / lessons via Teams

Students are not permitted access to the 'video' facility in live tutorials/lessons: they will be able to see their teacher and the learning materials the teacher displays but will not be able to use the video facility to be seen themselves; this safeguards both students and staff.

Students are permitted to use the 'audio' facility in live tutorials/lessons to interact with the teacher for example by asking or answering questions but if a student uses this facility to disrupt the learning in any way they will be removed from access to the tutorial/lesson.

Whilst accessing live tutorials/lessons we will continue to have high expectations of our students' behaviour and conduct. However, if a student misbehaves or disrupts the learning in any way during a live tutorial/lesson then the teacher retains the right to immediately remove the student's access to the tutorial/lesson or, where necessary, to stop the tutorial/lesson and that pending an investigation the student will consequently not be able to access any live tutorials/lessons but will continue their learning using resources provided on Google Classroom.

Where necessary and inappropriate behaviour or conduct by a student during a live tutorial/lesson will be dealt with in line with our school's Behaviour Policy.

For the purpose of accountability and maintaining a safeguarding overview, each remote lesson will be recorded. Should any issues arise, the video can be reviewed.

Recordings will be securely stored in a specified location on the school's online platform/server, accessible to the Senior Leaders /DSL and safeguarding personnel only.