

Virtual Teams Meetings

Guidance for Parents

Please find a link below for a detailed guidance on how to use Microsoft TEAMS

<https://www.chorus.co/media/2989/quickstart-guide-to-teams-chorus.pdf>

- Once your child has logged on to Hwb, click on the menu tab and then Microsoft 365 where you will find the Teams Tab.
- In order for your child to use the app for virtual meetings with school staff, an adult will need to be around for the session.
- An email will be sent out to your child's Hwb email address in advance of the meeting by their class teacher. Using this email to join the meeting at the agreed time is the easiest way to join the chat. If you accept the meeting, it automatically gets added to your child's Calendar.
- It will be important that all pupils mute their microphones at the beginning of the meeting so that everyone can hear the teacher introduce the session.
- The teacher will tell your child when it's their turn to talk. They will need to then unmute their microphone.
- We want everyone to feel as comfortable as possible in the meeting. It will be the first time many of your children have seen each other in a long time. Encourage them to be kind and listen when it's someone else's turn to speak. Mute the microphone when it's not your child's turn to talk to enable everyone to share and be heard.
- What is said in a Teams meeting should remain confidential: this means that what others say should not be repeated to others who are not present in the Teams meeting.
- If your child would like to ask a question or say something when it is not their turn to speak, they can use the little yellow hand icon to put their hand up. This will let their teacher know that they have something to say and can be invited to speak at a suitable time.
- To leave the meeting, simply click on the red telephone sign.

