

Virtual Teams Meetings

Rules for Pupils

- Try to find a quiet space with your device for the meeting where you are least likely to be disturbed.
- You will need to have an adult with you for the session.
- Be aware of what appears in the background. Ensure everything that can be seen is age appropriate.
- All pupils to mute their microphones at the beginning of the meeting so that everyone can hear the teacher introduce the session.
- Your teacher will tell you when it's your turn to talk. You will need to then unmute your microphone.
- Be respectful. We want everyone to feel as comfortable as possible in the meeting. It will be the first time many of you have seen each other in a long time. Be kind and listen when it's someone else's turn to speak, mute your microphone when it's not your 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 you would like to ask a question or say something when it is not your turn to speak, you can use the little yellow hand icon to put your hand up. This will let your teacher know that you have something to say and they can invite you to speak at a suitable time.