

TEAMS Code of Conduct and Expectations

The following information was provided on the Online Lesson Agreement form. If you completed the form, you have confirmed that you have read, understood and agreed to the following information.

As a school we will:

- Ensure the lesson content is appropriate to your child's learning.
- Record each session to ensure that monitoring can take place of each session.
- Ensure that the teacher will always have one other adult in the room when live teaching is being delivered.
- All pre-recorded sessions will be viewed by SLT before being sent to pupils.
- Teachers will remind children of all expectations before starting the session.
- Provide online live lessons and pre-recorded lessons.
- Publish a timetable of live lessons in advance.

Children agree that:

- I will not share my username or password with anyone.
- I will tell an adult if I see something that upsets or worries me.
- I will only join a TEAMS meeting that is scheduled by my teachers during school time and that my parents have been made aware of.
- I will only join a TEAMS meeting with permission from my parents.
- I will not join a scheduled TEAMS meeting before the start time.
- I will accept invitations to meetings to show I can attend.
- I will have the equipment ready that I may need for a session.
- I will turn my camera off if I am directed to do so.
- I will have my microphone on mute until I am spoken to directly.
- I will not interrupt the teacher. If I would like to say something or ask a question, I will type it in the chat and wait for the teacher to respond.
- I will follow the school behaviour policy when I am in a TEAMS meeting.
- I will not send messages to my friends or teachers in TEAMS outside of the lesson.
- I will not share or post any materials from meetings on social media or online.
- I will not record the meeting.
- I will make sure that I keep myself and others safe online by not sending messages or photographs.
- I will not leave the lesson until my teacher has said I can go.

Parents and carers agree that:

- I will not share my child's username or password with anyone.
- Parents/carers should be in the room when the lesson takes place and may be expected to directly take part in the session especially for younger children.
- Parents should announce their presence to the teacher at the start of the session.
- Parents need to ensure that other children are kept occupied and are not allowed to join the session.
- Parents are not permitted to video or audio record the online sessions.

- I will ensure that the environment my child is in is appropriate for learning; children should receive lessons in a shared family space and not in a children's bedroom.
- Parents/carers should maintain an 'open door' policy during lessons · Children and parent should contact head@pyrcroftgrange.surrey.sch.uk if they have any concerns that they are not able to resolve with the teacher.
- I will make sure that my child is dressed appropriately for a lesson, wearing clothes suitable for being seen in public.
- I will make sure that I also adhere to the expectations of dress and setting.
- I will not interrupt a session and will contact the teacher separately if I have any concerns or worries.
- If I have any technological concerns or questions I can contact n.colley@pyrcroftgrange.surrey.sch.uk