



Script for Teachers at the beginning of Teams meetings

At the beginning of your Microsoft Teams meeting please ensure that you explain the following points to the children:

- Welcome class (Make sure that all microphones are muted so that you can deliver inputs).
- Remind children that they should have an adult nearby for the beginning of the meeting.
- Children should be in a suitable area at home when accessing the meeting (eg. Not a bedroom).
- Explain that they should treat the meeting as if they were in a classroom at school and should behave as if they were in that environment.
- Any pupil will be removed who are not adhering to the high standards of behaviour expected in the school behaviour policy.
- Explain that no one is allowed to use the private messaging function – this is strictly prohibited for use.
- Remind children that if they do want to use the group chat option, they use appropriate language and are respectful to others in class.