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Headteacher: James Veness

Guidance for Class Video Calls on Teams

- Be on time for your class video call.
- Listen and give your full attention to the person who is speaking
- Be appropriately dressed i.e. not wearing pyjamas or muddy sports clothes.
- Computers or devices should be used in appropriate areas, for example, a living room or at a desk – not in your bedroom. If an adult is not in the room with you, the door should be open so that a parent/carer monitor your conversation. You may wish to blur your background.
- Keep your device on a secure surface, such as a table.
- Make sure your device is charged and plugged in.
- Avoid distractions, e.g. background TV, mobile phone usage etc. You may wish to ask siblings (and noisy pets!) to leave the room for the duration of the session.
- You must not take screen shots or record any part of the video conference without prior permission from your teacher.
- To avoid interruptions, please use the bathroom and eat before (not during) your session.

At times, your teacher might chose to mute all children so that they can give a message to the whole class or decide whose turn it is to speak. At these times, you can press the 'conversation' button (which looks like a speech bubble) to type a written message to everybody in the class. You could type: 'I have a question' or 'My sound isn't working' so that your teacher knows that you need help.

Please remember that the high standards of behaviour that we would expect from you in school still apply when we are working online.

Should a pupil continue to fail to abide by these guidelines, they may be muted or removed from the session.