

- We are introducing live feedback sessions on 'Microsoft Teams' starting next week.
- Your child will be able to meet with the teacher and others from their year group and will talk about the work they have been set.
- Your child will need to have a piece of paper and a pencil or pen when they are in their session, as they may be asked to answer a question and hold it up.

- You will be sent a URL code by text message along with the time your child will have their live feedback meeting every week.
- It will look like something like this - bit.ly/4tt8AJp
- Each week, at the time of your child's allocated meeting, you will re-use the URL code to join the meeting.

There are different ways you can access the meeting.

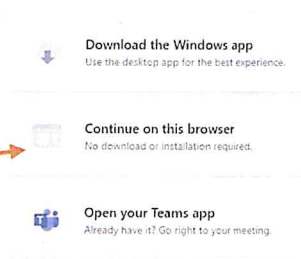
ON A LAPTOP

Copy the URL into Google.

You will see the following screen.

Click here and you will join the meeting.

How do you want to join your Teams meeting?



ON A MOBILE PHONE OR TABLET

You must ensure you are putting the correct upper and lower case letters when putting in your URL.

1. Click on the URL code.

You will be taken to a screen like this, which will ask you to download the Teams App.





Microsoft Teams

Microsoft Corporation

4.2 ★
2M reviews

100M+
Downloads

PEGI 3

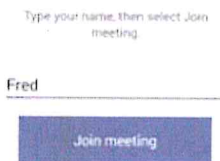
Install

2. You will see this screen, press Install then press Open.

3. You will get this screen next, press Join Meeting.



4. On this next screen your child needs to put their name then press Join Meeting. First names only please, and no nicknames.



5. You will now join the meeting.

IMPORTANT

Each week at the time of your child's allocated meeting you will reuse the URL code to join the meeting.

Live Feedback Rules

As we will be doing weekly 30-minute Live Feedback Sessions through Microsoft Teams, we thought it would be a good idea to set some ground rules for our meetings.

- **Make sure you are on time.** If you are late, we may not let you in for safeguarding reasons. Please log in ready a few minutes before the start time.
- **Please have cameras on**
- Make sure the laptop or tablet is charged.
- Always listen to other people and **keep your microphone on mute** unless you are asked to unmute.
- **Put up your virtual hand if you would like to speak.** The adults will let you know when it is your turn.
- **No typing in the chat function box unless asked to,** answers to questions, or to let the adults know that you are having some technical difficulties.
- **No bedrooms** – at Wychall Primary School, we think it will be more appropriate if you are not in your bedrooms for the meetings and that the door to the room you are in is open.
- As with any time you are accessing the internet, **we would like your parents to be around and aware that you are in the feedback sessions.** This does not mean they need to be sat next to you, just that they are around.
- **Be dressed appropriately** – of course we do not expect school uniform, but please dress appropriately.
- Remember that **everyone will hear what's going on** in the background so make sure that the room you are in is calm without distractions.
- **Expectations regarding behaviour** will be high, as they are in school, and rules from the Golden Charter will need to be followed, particularly, *“We agree to listen carefully to whoever is speaking and take turns to give our opinions, ideas or answers”*
- **Respect, good manners,** and kindness are expected at all times, to ensure everyone is ‘Safe, Secure and Successful.’
- **Have fun** – we are very much looking forward to speaking with you all.
- **Attend as many sessions as you can** so that we are able to talk to you, see how you are doing and give you feedback on your remote learning.