



Church Eaton Primary School

Guidance for Pupils and Parents for the use of Teams

- **You will accept an invite prior to the meeting starting**
- **Always turn the computer micro phone off unless you are asked to answer a question**
- **You must always put your hand up if you want to ask a question**
- **You must use the chat function to ask questions unless you are responding to a question which a member of staff has asked you**
- **The chat function is not to be used during lessons to talk to one another**
- **The chat function may be used to send images of your work to your class teacher**
- **If you are not able to attend a live meeting please inform your class teacher**