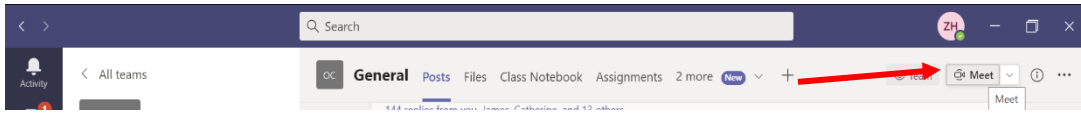
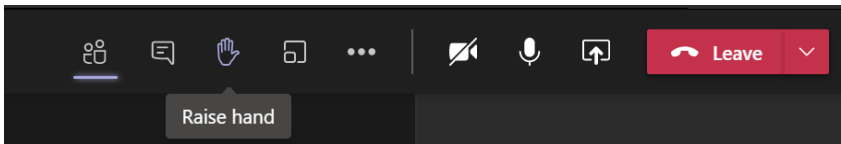


## Microsoft Teams Rules

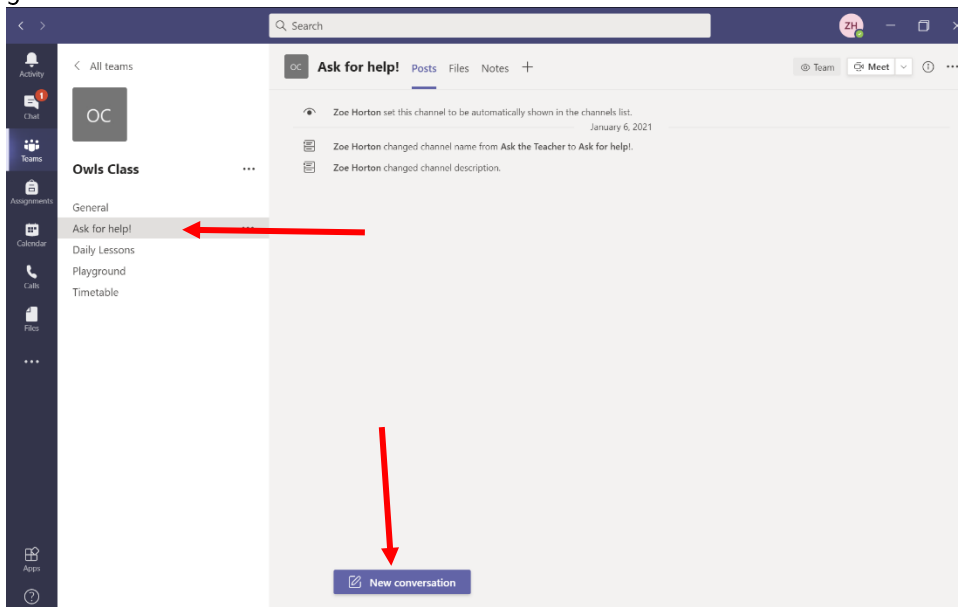
- Do **not** click the 'Meet' button. This will start a meeting and may lead to confusion over which meeting to attend. You will get a notification when a meeting has started, and you will have the option to 'Join'.



- When Mrs Hollis/Miss Horton are speaking please do not use the chat for anything other than asking a question if you are unsure of something. Alternatively, you can use the 'raise hand' button and we will know that you want to ask a question. We will mute you all when we start the meeting so you will have to remember to unmute yourselves when you want to ask a question.



- Once our meeting has ended if you are still unsure of something or are having problems accessing the work you can ask questions in the 'Ask for help!' section. Click 'New conversation' and type your question. We will be able to directly reply to you.



- During breaktimes and lunchtimes you can use the playground to chat to each other. This is only to be used during the times specified on our timetable and is not to be used outside of school hours (before 8:45 or after 3:15). Click on 'Playground' and then 'New conversation'.

