



Live Meetings:

We are hoping to start regular live meetings after the holiday and will trial one this THURSDAY 11/2/21

If there are issues with this meeting we may try again on Friday at the same time:

We appreciate that not all children will be able to attend these live meetings and we are really sorry that this may cause them frustration but after carefully weighing it up, we feel that we must offer this to those who can attend. We have done our best to allow all children to come even if they have siblings in other classes by holding the meetings at different times. (See below for these times)

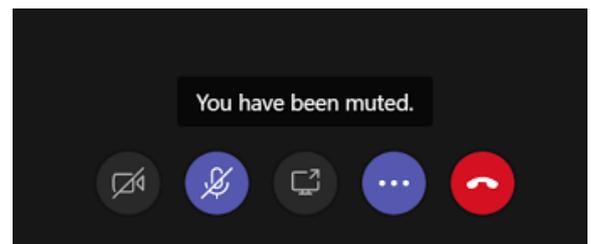
We will video any teaching/modelling elements of the meetings and they will be available in the chat for 7 days afterwards. WE WILL NOT RECORD ANY PART OF THE SESSION WHERE THE CHILDREN ARE TALKING and will ask you to turn off the video cameras whilst we are recording.

The teacher will schedule a class team meeting at the same time each day. This will appear in the work team chat area as a long blue bar saying Year... meeting.

- ✓ At the time of the meeting children should click on this meeting bar in the conversation box. Children/parents **SHOULD NOT click on the video icon in the tool bar at the top right of the work page as this will open a different meeting and cause conflicts and this may cause the meeting to have to end early.** If you can't find the blue bar in the conversation box then click on the calendar icon at the left side of TEAMS and you will see the meeting in the calendar and click to join it there
- ✓ The teacher will use this meeting for different opportunities for the children to interact with their class and their learning for example they will take the opportunity to go over any difficulties the children have had, they may play a speaking game or read a class novel and ask questions etc. They will also use it to model learning the children have struggled with and/or set expectations for that day or the next day's learning depending on the time of the meeting.

The following school Live meeting rules need to be followed:

- **To join the meeting click on the blue bar in the conversation box in your work team that says Year...meeting or go to the calendar. DO NOT click the meet now video icon at the top right of the team or this will start conflicting meetings and the class meeting may have to be ended**
- **When children come onto the meeting they should mute their microphone. Click on the picture of the microphone in the toolbar to turn it off. If they don't then the teacher will mute it for them as the meeting will not work if we can hear background noise.**



- **When you join the meeting there may be a screen reminding you of the meeting rules.**
- **Please do not go onto the meeting too early. Join the meeting at the scheduled time. If children join the meeting before the teacher this can cause technical issues and the meeting may have to be ended early.**
- **We will aim to have one part of the lesson at least where all children are given the opportunity to speak.** Children can pass if they feel uncomfortable at first.
- **Children should be supervised by an adult while they are on live meetings** but please note the adult does not need to actually sit and support during the lesson. We know you will have plenty of other things to keep you busy and teachers may feel extra nervous if we have all parents as well as pupils watching. We appreciate with younger children you may need to help practise the technical aspects.
- **If the children wish to speak or answer a question or join in with a discussion they should “Raise their hand”** at the top tool bar there is a little icon of a hand if you click it the teacher will know that you want to speak. Some children won't want to talk at first and that is fine. Remember to click it again once you have spoken as this will put your hand down or the teacher will think you still want to speak again.
- **When the teacher has finished they will ask if anyone needs extra help with anything ...this is an opportunity to speak to the teacher in a smaller group or to request a phone call form the teacher or class TA.** Please be aware that this may not always be possible immediately however depending on whether the teacher needs to be in class with the pupils straight after the meeting.
- **When the meeting is over the teacher will end the meeting** so no-one can stay on to chat after the teacher is not present.



MEETING TIMES

NURSERY- 2:30-3:00pm

RECEPTION- 10:00-10:30 am

YEAR 1- 11:00-11:30 am

YEAR 2- 1:30-2:00 pm

YEAR 3- 9:30-10:00 am

YEAR 4- 2:00-2:30 pm

YEAR 5- 11:30-12:00

YEAR 6- 12:00-12:30 pm