* **Do not start your own meeting.** During live sessions please **always wait** for the teacher to start the meeting before you join; you can then access the meeting through the activity log by clicking ‘join’. This should avoid multiple meetings happening at the same time, and some children accessing the wrong one and therefore missing the session. (younger children may need support with this).
* If you do find yourself in a meeting with no teacher after the meeting time has passed, wait for 2 minutes, and then leave the meeting. Put a message on to ask if you are in the right place for your meeting.
* If you are waiting for a meeting to start and the teacher is late, please just wait on MS Teams until you can see that the teacher has started the session. We will do our best to make sure this doesn’t happen but occasionally we may be delayed.
* You should remain on mute unless you are invited to unmute by your teacher so that everyone can hear the teacher and the information they have to share.
* Sometimes in a meeting your teacher will encourage you to have a more ‘relaxed chat’ but, just like in class, when it’s time to return to learning, they will say so.
* Please keep the chat to on the main activity MS Teams page to a minimum – this is just to ask questions to your teacher, not to chat with your friends.
* Finally be ready! This includes sitting at an appropriate place in your house (table, sofa, desk), so you are ready to learn, just as you would be at school. Make sure you have any equipment your teacher has asked you to bring, which may include books, paper, pencil, paper.