# Colour logo

**Tre Uchaf Primary School**

**Microsoft TEAMS Guidance and Expectations for Pupils**

Microsoft Teams – Guidance and Expectations for Live Meetings for Pupils

Your teacher will set up a regular ‘catch up’ meeting for your class. It is important that you know how this works and how you must behave. You need to have a parent or carer nearby when you are using ‘Teams’.

1. *Before the meeting starts*:

* Set up your device (iPad, Computer etc) in a quiet place
* Log in to Microsoft Teams a few minutes earlier than the start of your class to avoid any last-minute delays and to make sure everything is working
* If you have pets or brothers and sisters, try to make sure that they are not near you while you have your Teams catch up
* Remember that you are communicating in a class setting with a teacher, Teaching Assistant and other children and should speak clearly and politely.

*2. What your teacher expects from you during the meeting*

* Your teacher might mute your microphone for some of the session. You may only turn it back on if you are asked to by the teacher.
* You can ask questions throughout the session using the ‘Raise your hand’ icon
* Please remember that you are accountable for what you say on your microphone or in writing (just like at school). Making inappropriate, offensive or unkind comments, is not allowed
* The recording of still images, filmed images or audio of staff or other pupils without permission, and the distribution of such images, is strictly forbidden and illegal. We must ensure that this does not occur. Please also ensure that any information, images or recordings are not shared online or on social media of any kind
* It is expected that pupils will behave respectfully while taking part in an online session just as they would in the classroom. So the following will not be accepted; lying in bed, playing music, using a mobile phone, talking when the teacher is talking.
* Children are expected to be properly dressed and not wearing pyjamas!

**Tre Uchaf Primary School**

**Microsoft Teams User Guide**

**Context**

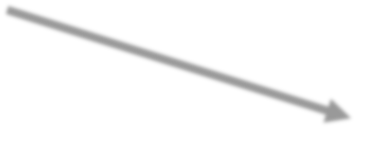
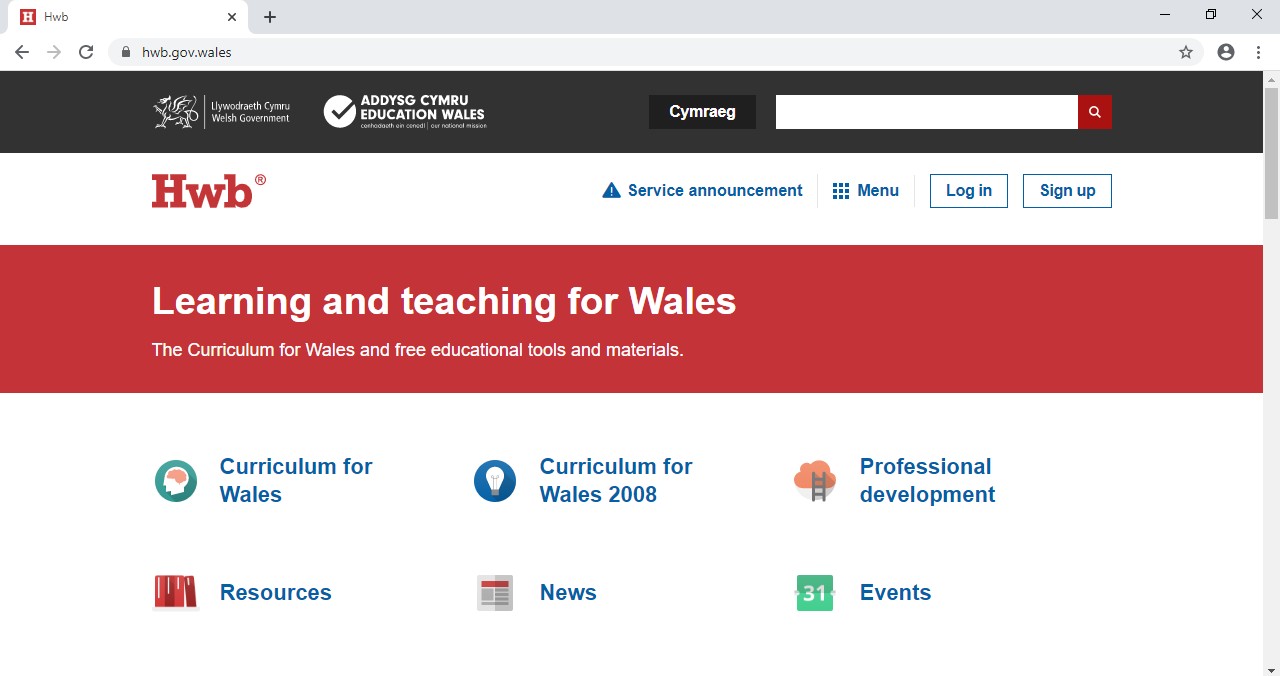
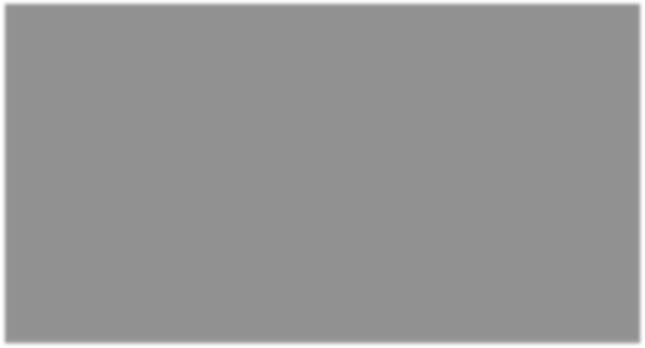
During these uncertain times, we at Tre Uchaf Primary School feel it is vitally important to keep in touch with pupils from our school. We intend to ‘Check in’ with pupils using the Microsoft Teams App via the Hwb website. Through this application we intend to use the platform in order to help them with any problems they may have when trying to complete any the work set by class teachers and staff. There is also an App available to download should you wish to. (This is available to both Apple and Android users). The children at Tre Uchaf Primary School each have their own unique Username and Password to access the Teams app via Hwb. Given the current climate in education, some of this information / guidance could be updated / altered – if this is the case we will ensure that this document is updated and redistributed to families.

**What is Micorsoft Teams?**

Microsoft describes Teams as “a chat-based workspace in Office 365. Microsoft Teams is an entirely new experience that brings together people, conversations and content—along with the tools that teams need—so they can easily collaborate to achieve more.”

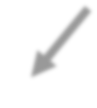
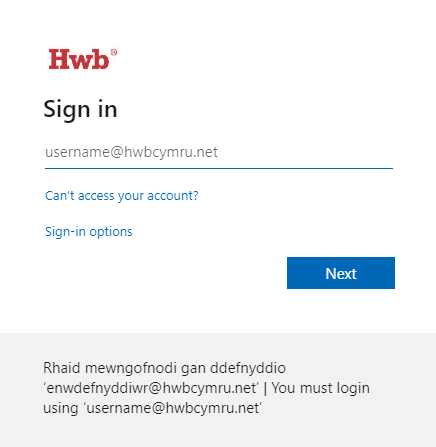
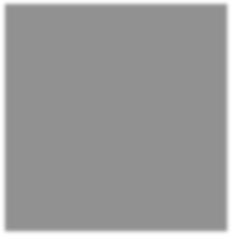
**How to access teams**

Go to the Hwb website at <https://hwb.gov.wales/>

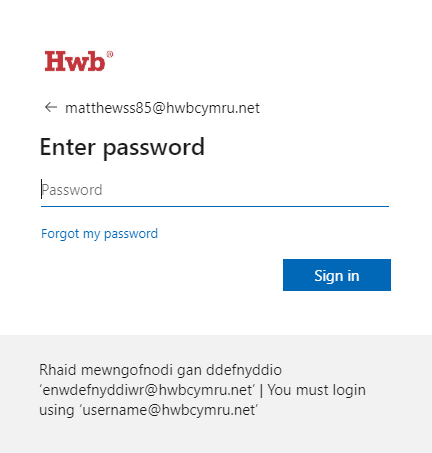
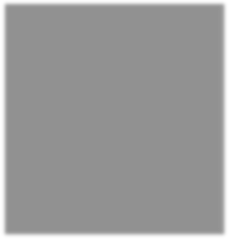


**Click**

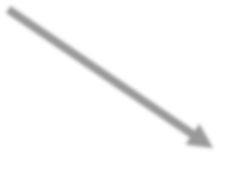
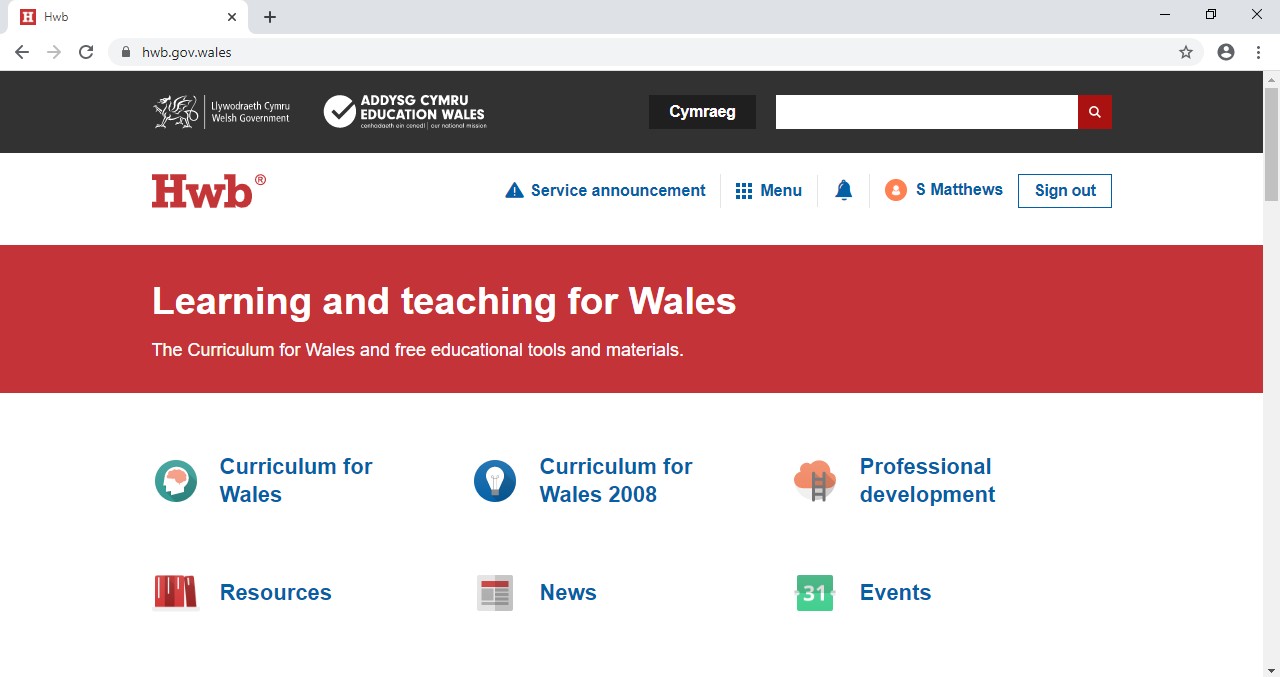
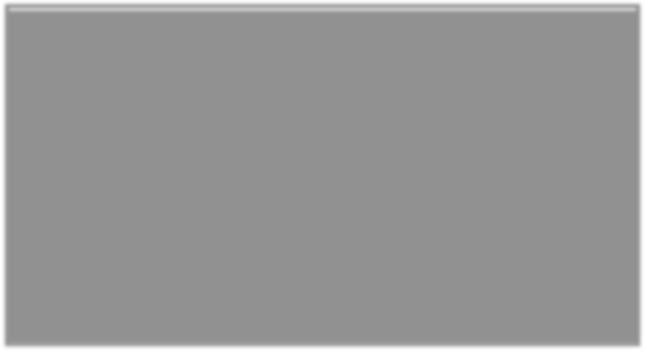
**Enter your child’s username (remember to include @hwbcymru.net)**



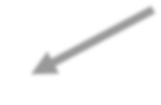
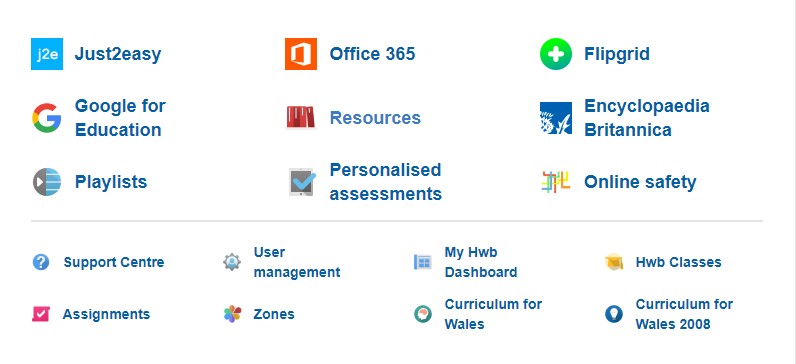
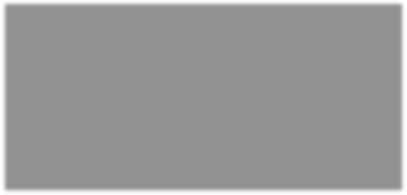
**Enter their password (This is case sensitive)**



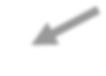
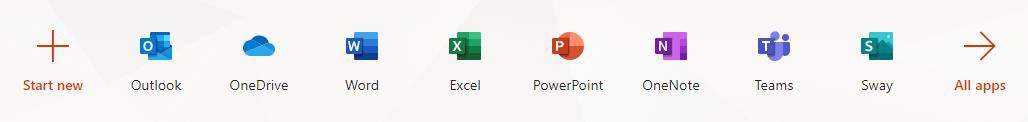
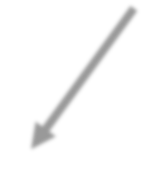
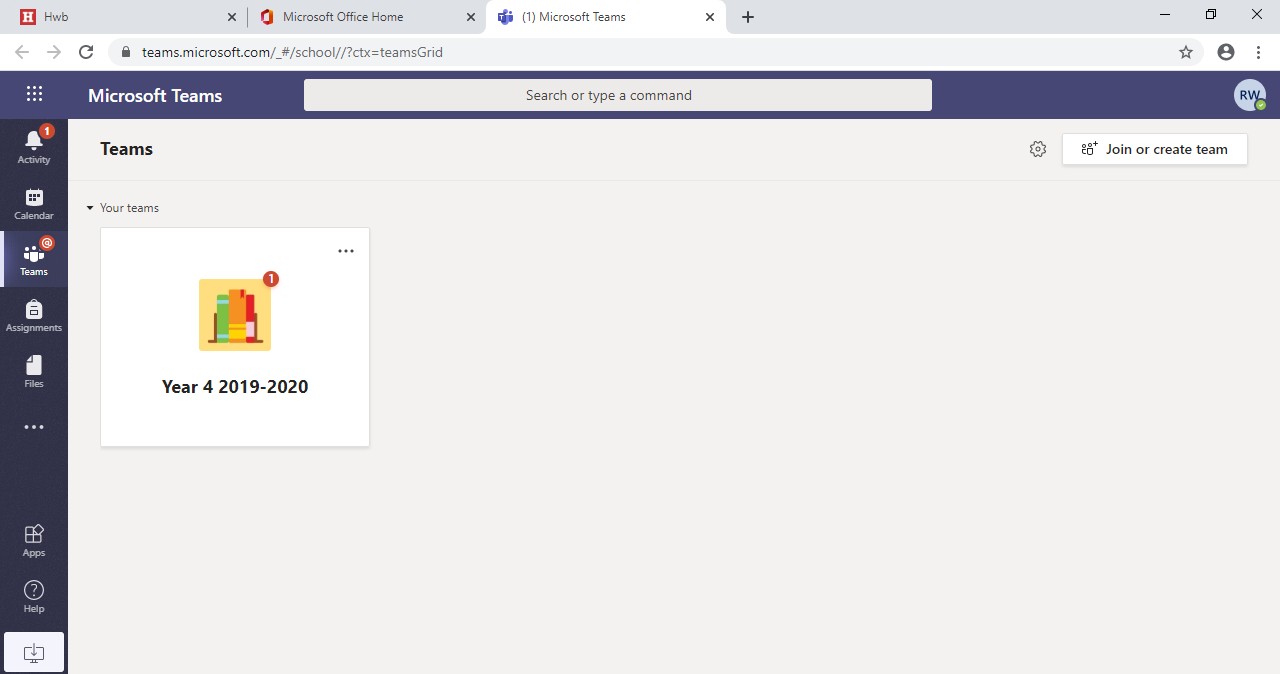
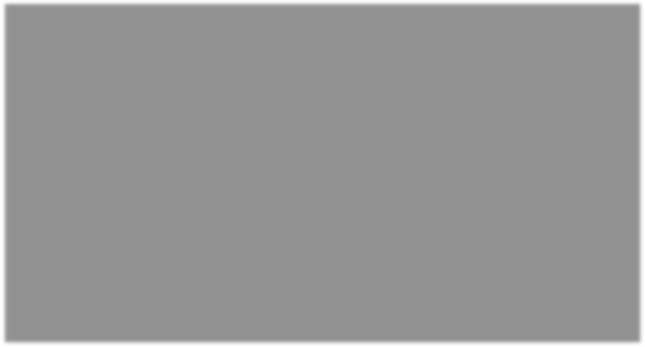
**Next, click**



**This should bring up a menu. Locate and click **

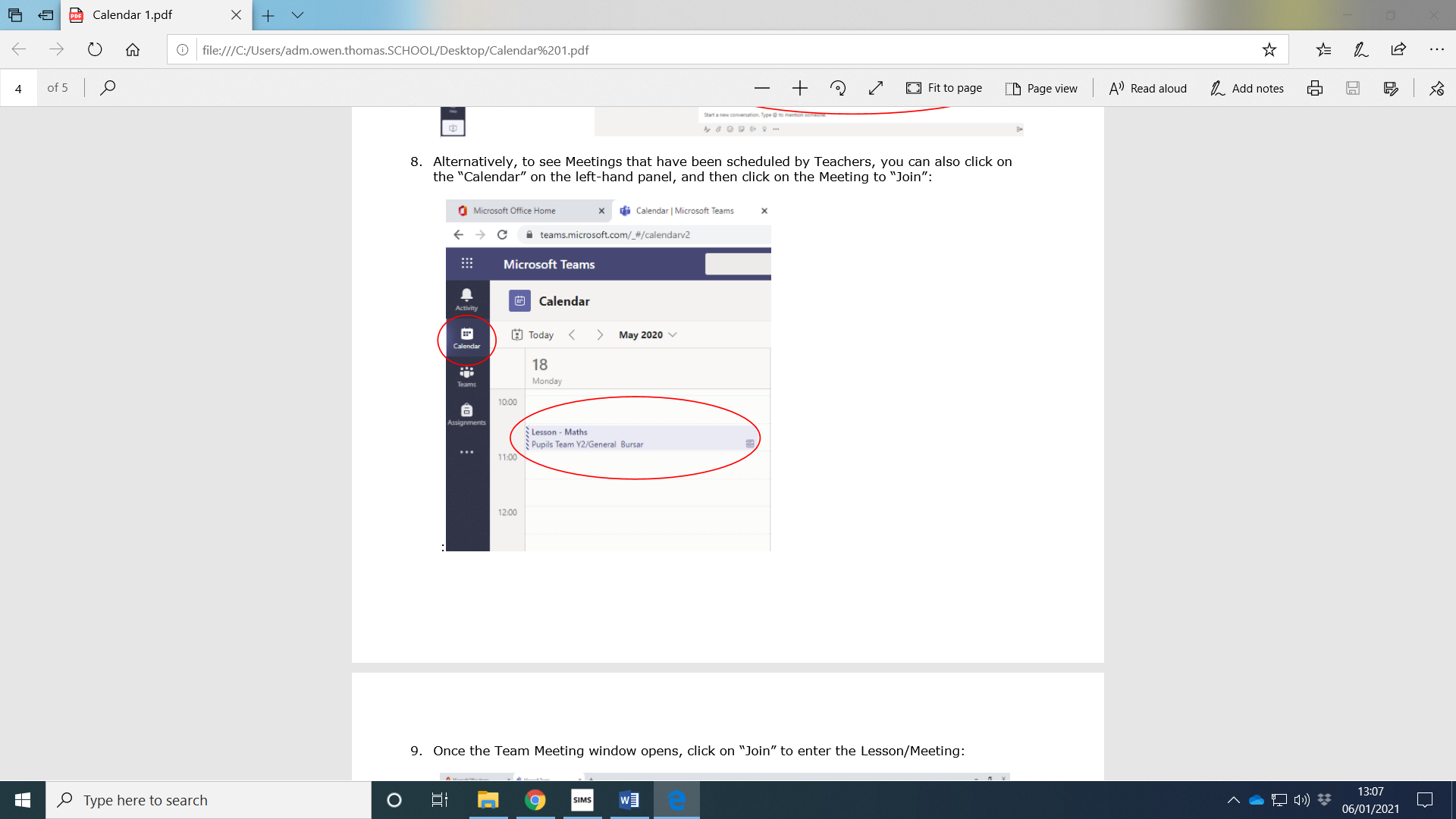


**This will then give you access to a number of Office 365 applications. Click**

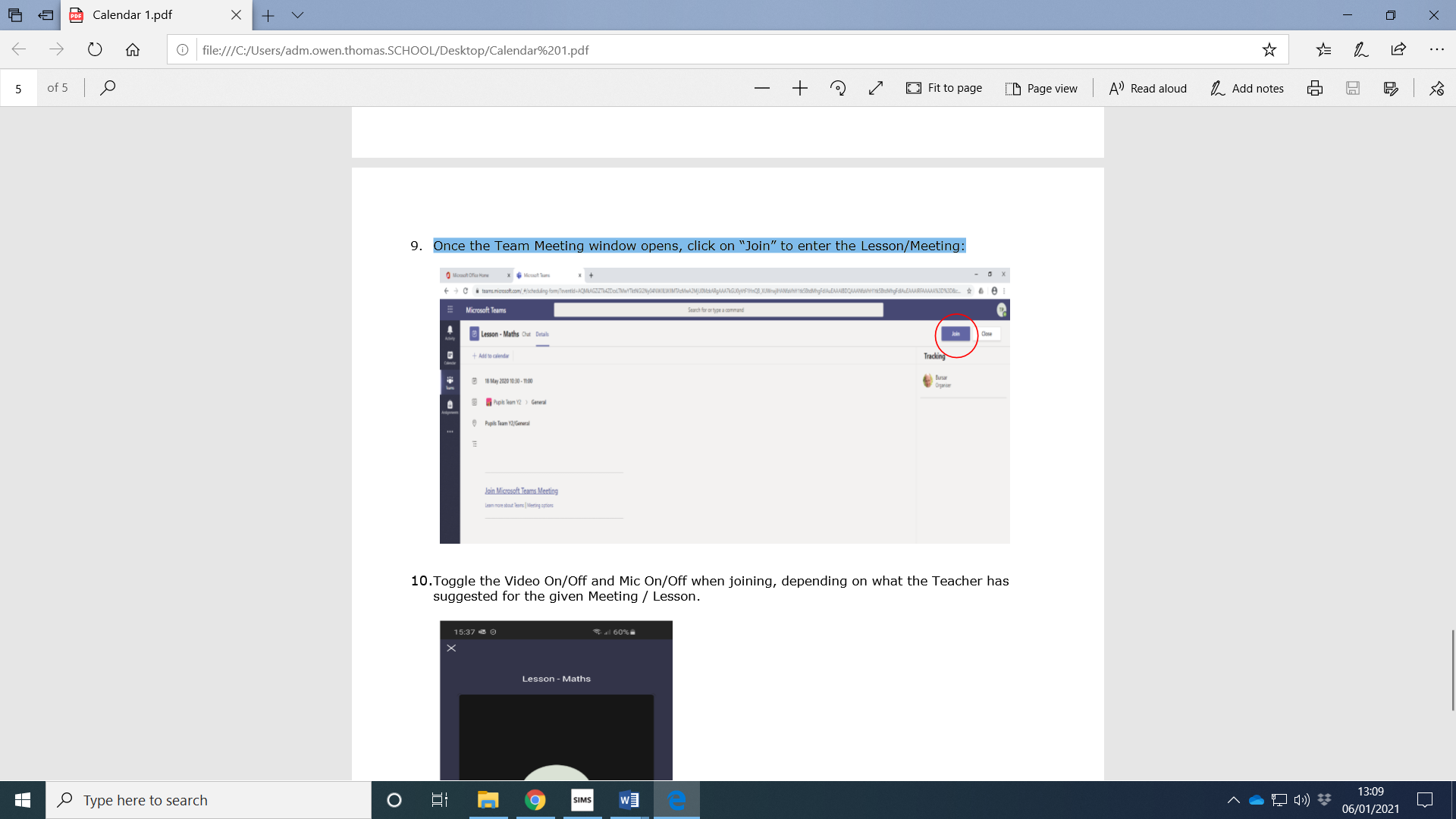


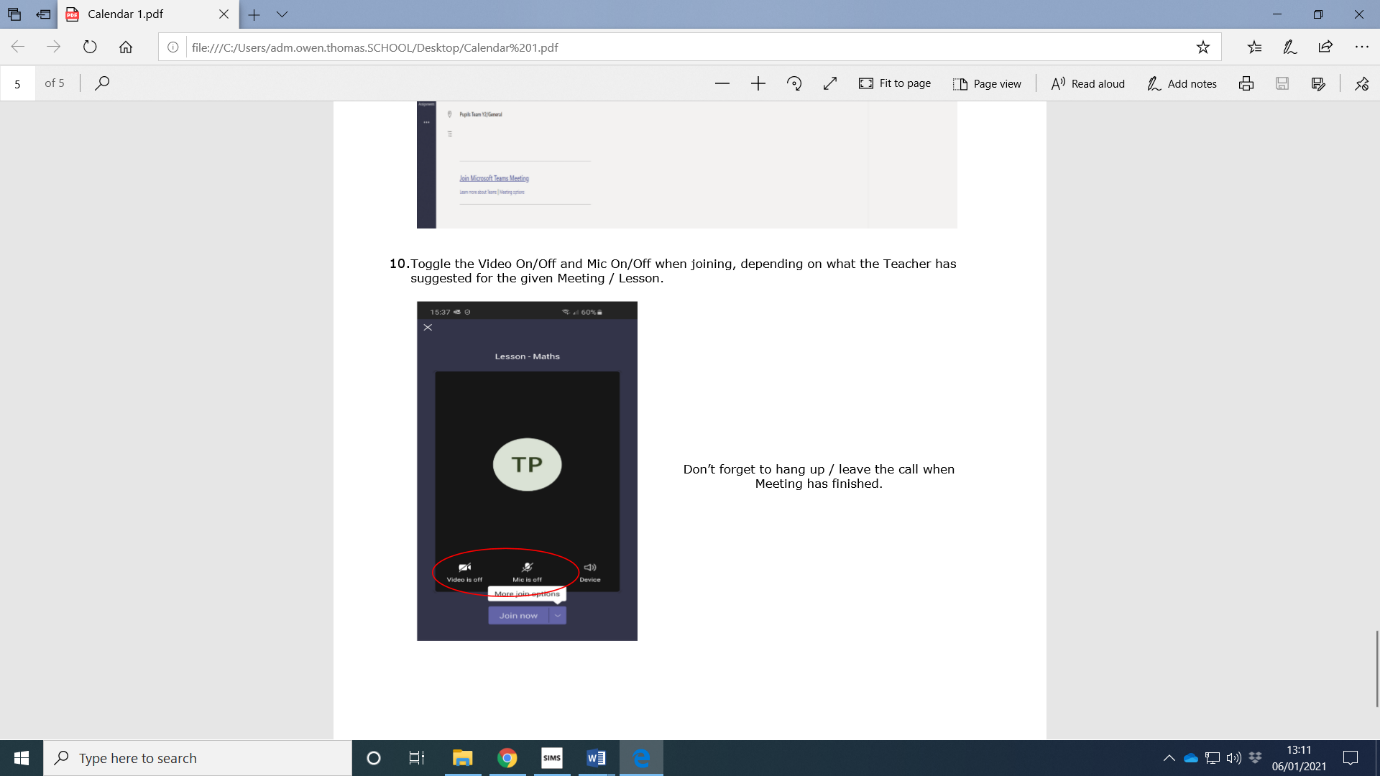
**This will take you into the Teams Main Menu. Click your child`s class team (This will differ depending on the age of your child)**

**Alternatively, to see Meetings that have been scheduled by Teachers, you can also click on the “Calendar” on the left-hand panel, and then click on the Meeting to “Join”**



**Once the Team Meeting window opens, click on “Join” to enter the Session / assembly/Meeting:**



**Toggle the Video On/Off and Mic On/Off if asked to do so by your teacher.**