



Lightwoods Primary School

Reception 'TEAMs' Class Meeting Rules

During this period of remote learning, TEAMs will be used for a weekly class 'sharing time' in Reception. This is to allow class teachers to connect with their children and families both at home and at school, and to provide an opportunity to talk about what they have been doing.

We expect all pupils and families to follow this guidance:

- ✓ To only participate in class family meetings you have been invited to.
- ✓ To act in a friendly, respectful and sensible manner at all times.
- ✓ To not share the details of the TEAMs meeting with anyone not who is not in your class. This includes on social media.
- ✓ To remember that the meeting will be recorded.
- ✓ To ensure that you take part in the meeting in a family room in your house.
- ✓ To not use the chat option unless given permission from your Teacher.
- ✓ To position your camera for others to see you clearly.
- ✓ To not share any personal information during the meetings, such as addresses, etc...
- ✓ To remember to listen to your class teacher, take turns to speak and follow these rules at all times.