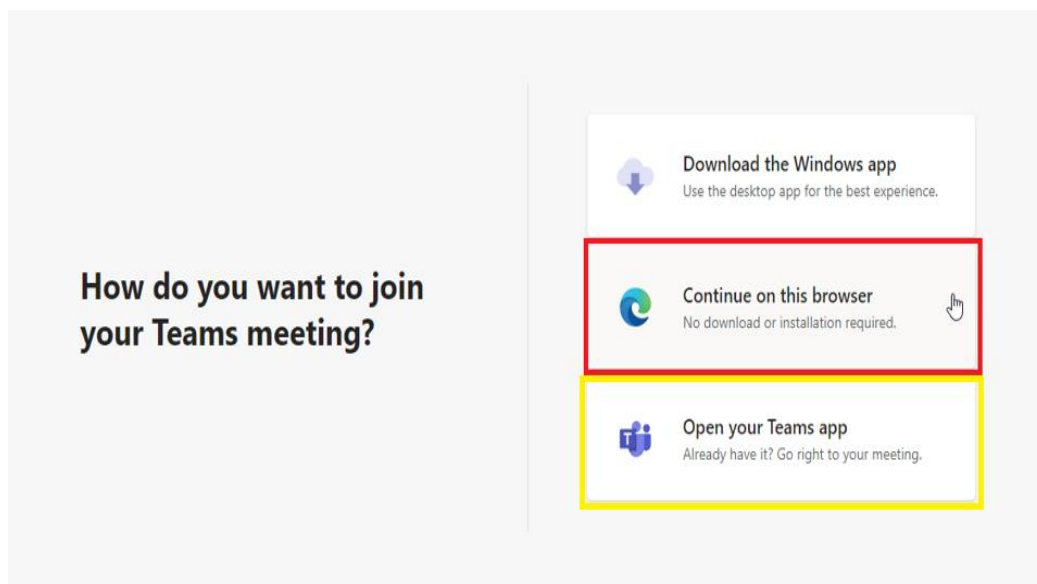**PONTEFRACT**
ACADEMIES TRUST

Using Microsoft Teams App for live feedback sessions with your class teachers
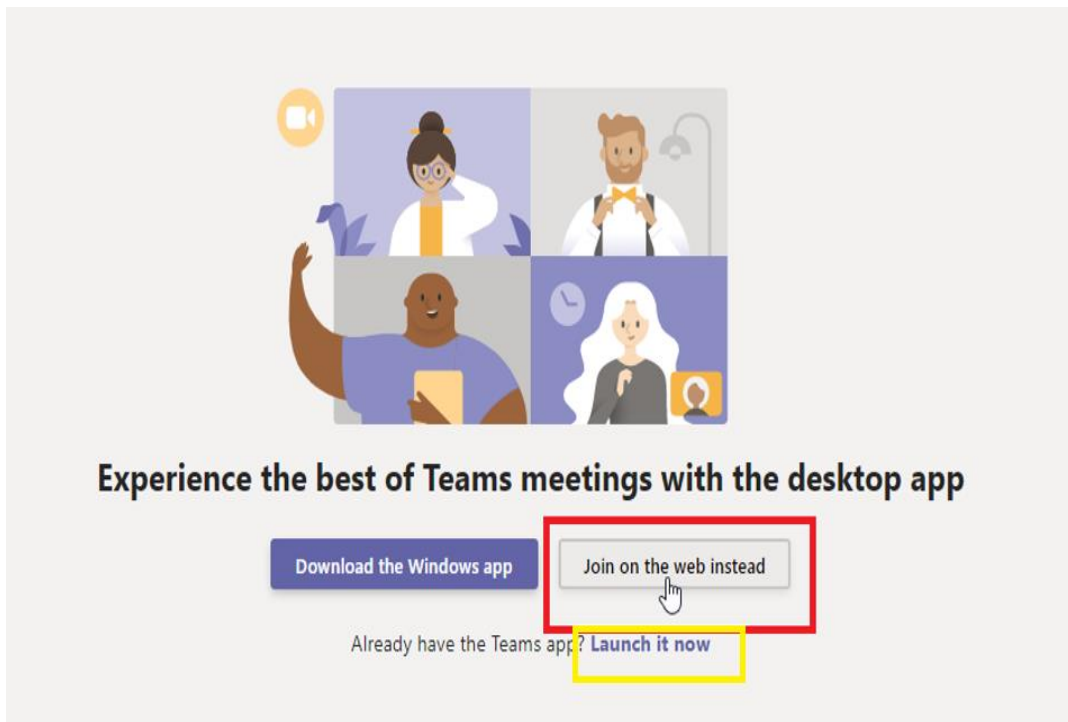
Joining Live lessons via Microsoft Teams

If you are using a Windows laptop, or a PC, pupils will have the option to join via
the Teams desktop App or via the web browser. We would **strongly recommend** using the Teams
desktop App. If you have installed/downloaded the Teams desktop App the experience will be
seamless and just requires the following steps;

- Click on the link provided in the timetable for the week
- Click Open your Teams app as highlighted in the yellow box below.
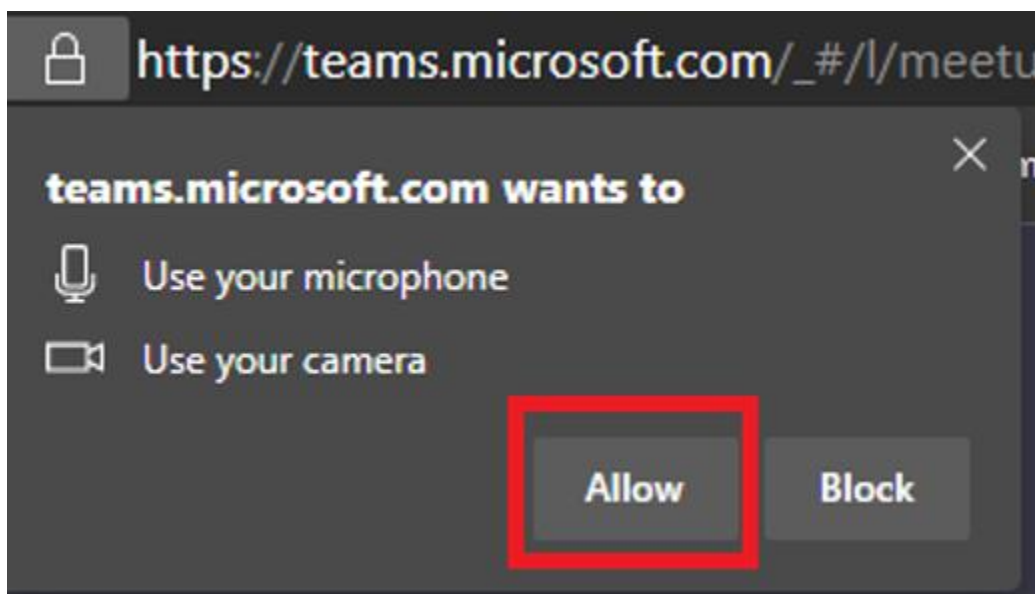- Enter your forename and surname and click 'Join Now'.

Alternatively, you can use your web browser as highlighted below on page 2.
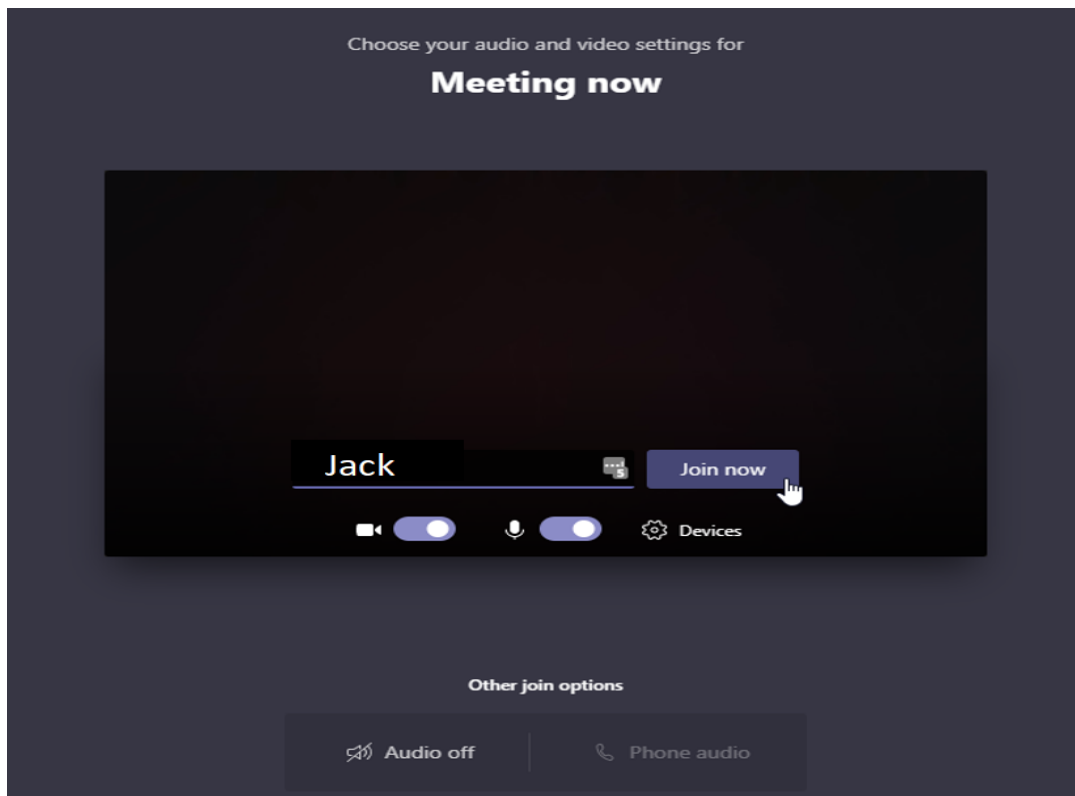
If pupils are joining the live lessons via an Android or Apple iPhone they will first need to download the Microsoft Teams App from the Apple or Android App stores. They will also need to click the provided link from school on the same device once it has downloaded.
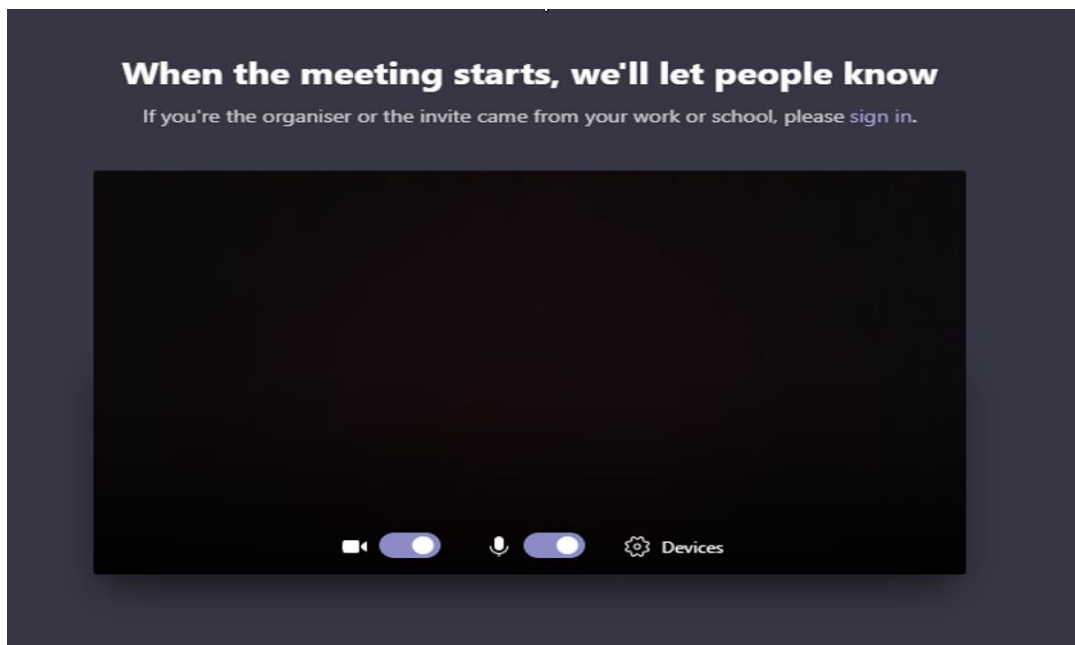
If they are using the in-browser experience pupils will be asked to enable their Microphone and Camera, provided they have a capable device.

Once the Microphone and Camera are enabled pupils will be asked to enter their full name and Click 'Join Now'.
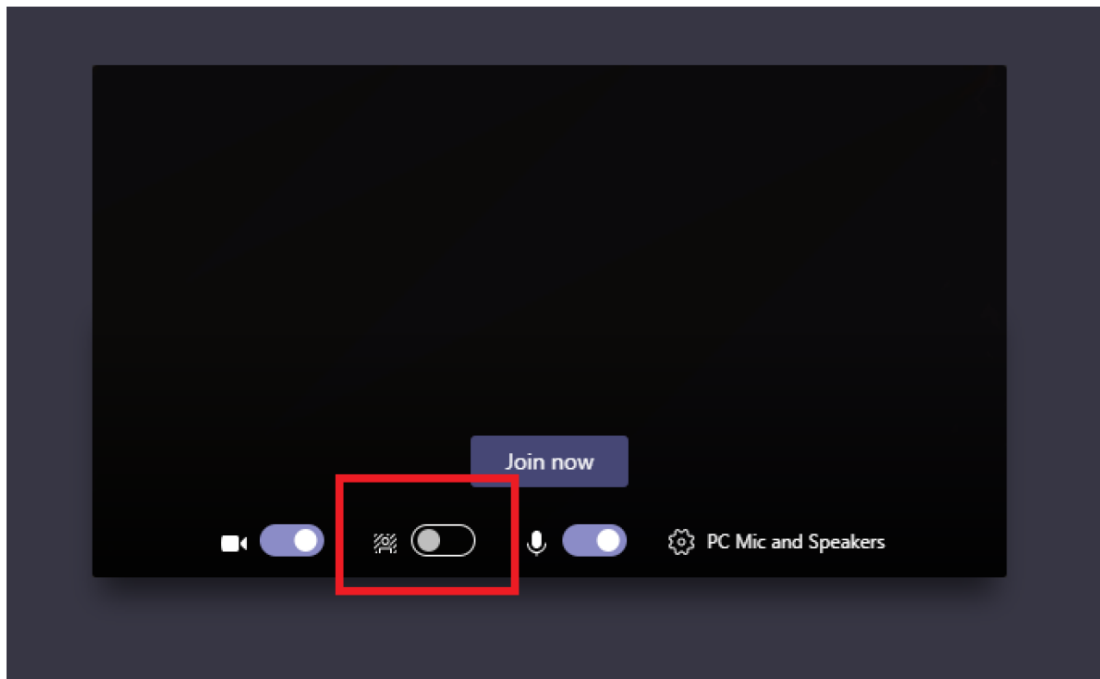

Until a pupil is admitted into the meeting by their teacher they will see the below screen.
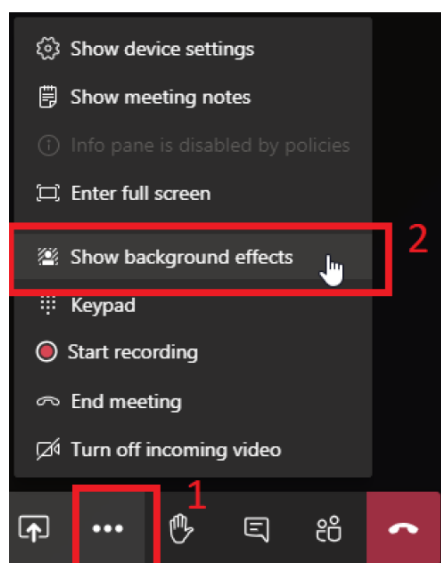

Once the teacher admits a pupil they will be able to see their friends and communicate with each other. The live feedback session will then begin. Only the classroom teacher can end the session. Pupils will be on 'mute' until invited to speak by the teacher. This ensures that the lesson flows smoothly, and the experience is beneficial for all the participants.

Microsoft Teams has a feature to blur your background. You can enable this by clicking the button highlighted below when joining the live lesson.

Finally, you have the option to set a custom background or the ability to upload your own background.

- Click the three dots during the live lesson.
- Click '**Show background effects'.**
- Select a predefined background.

Requirements for parents/carers and pupils accessing live feedback lessons

Parents/Carers

- No videoing or any recording of the lesson.
- Only pupils invited can access the lesson – no other children or adults.
- Provide an appropriate quiet and secluded place for the lesson to take place.
- Where possible, add a background on the Microsoft Teams' call.
- Children must be dressed appropriately for the lesson.

Pupils

- Follow the instructions and rules of the teacher during the lessons. These will include permission to speak to peers and the teachers during the lesson.
- Your teacher will explain how it will work at the beginning of the lesson, with reminders.
- Pupils who do not follow teacher instructions will leave the lesson, their connection will be ended by the teacher.
- Respectful language and appropriate behaviour are expected at all times.
- No videoing or any recording of the lesson.
- Have all work completed so learning for that day can be checked.