

# Cilâ Primary School



## Live Check-In Sessions Pupil Policy

**At Cilâ, we have decided to check in with you during Lockdown, through the use of a live Microsoft Teams session.**

**To ensure a safe and successful session, you must adhere to the following:**

- 1. Access the session through their calendar in Hwb - Your teacher will email you with a date and time for the arranged live check in. You must respond to say whether you can attend or not.**
- 2. Prepare for the session in plenty of time and ensure they join the session after the session has been started by a member of staff - Make sure that you are all prepared for the session by plugging in your device, checking you are connected to the internet and then making sure you are somewhere quiet in the house (not your bedroom)**
- 3. Ensure the device is powered from the mains and have a good internet connection and that you are not too far from the Wi-Fi router – This is important as you must be prepared for your meeting, but do not worry if you lose connection, that can happen sometimes. Re-joining the meeting is quite simple and can be done when you are ready.**
- 4. Choose an appropriate workspace where other family members will not be disturbing the session. This must not be in the bedroom – To keep your bedroom private, choose a communal area of your house to join the meeting but let everyone in the house know that you need it to be quiet so that you are not disturbed.**
- 5. Minimise distractions. Turn off music, TV, phone, Xbox in the background which can disrupt the session for other learners. – We need to ensure that we focus on the check in and not distractions in the home. We have a set amount of time and we don't want to waste any of it!**
- 6. Ensure they are dressed appropriately – Please make sure that you wear clean and tidy clothes, not nightwear, to the meeting. You could even put on your school jumper if you are missing wearing it!**
- 7. Show respect for everyone in the online session – We will have our live sessions in small groups, organised by your class teacher. It will not be a one to one session, so we must remember to listen to others and allow time for everyone to speak. Your teacher will lead the discussion but it is important that you listen and respect your peers.**
- 8. Positively contribute to the class and not be disruptive at any time. Use the hands up tool to ensure they don't talk over others – This is a new experience for all of us, so don't worry if you are nervous. Try your best to share your thoughts and always remember to listen when your teacher and peers are talking.**
- 9. Encourage parents to listen in on sessions, but not to contribute. Parents may support younger pupils to access the session but must not ask questions or speak for their child. – The check in session is for you to engage with your peers and teacher; if you have problems accessing Teams or any of the features during the session then your parents/carers can support you. Please encourage your parent/carer to let you engage in the session without any questions or disruptions.**

**10 Keep comments or questions in line with the discussion – If you want to talk to your teacher or peers about something that is not specific to the conversation, then please make sure that you complete the check in form to talk to your teacher separately and contact your peers using a method your parents are happy for you to use.**

**11. Understand that their behaviour in an online session should be as expected in any sessions and any disruption may lead to the pupil not being invited to future sessions. – It is very important that the rules are followed by everyone accessing the live check in session; the safety of all is paramount.**

**12. Not panic if they disconnect from the call for any reason such as internet or power issues, as they can reset and join again – Please do not worry as this can happen to anyone, including the teacher also! Stay calm and re-join when it is possible for you to do so.**

**13. Not make recordings/images of the class or the teacher – This is a very serious rule. - For the protection and safety of all involved, you must not record or take photos of the live session. Your teacher will safely record and store the meeting in the Teams app.**

**14. Agree not to initiate any live sessions without a teacher present – Please let your teacher organise the meetings with the class and do not attempt to re-join the session once your teacher has ended it.**