

Virtual Learning Environment: Pupil Guide

Remember that our VLE is our classroom until we can be back in school with you. All the expectations and rules we have in school are the same when we work with you online.

- Check your calendar to make sure you are ready to join events on time. If you are having technical problems, don't worry if you are a bit late.
- Read any information on the invitations about what you need to do when you join the event – do you need your mic and camera on or off?
- Don't worry if things go wrong – your family and teachers can help you. We are all learning together!
- All our usual e-safety rules apply – don't go onto other sites or speak to people you don't know.
- Take part in the events in a shared part of your home where parents can see what you are doing.
- Make sure you are dressed for any Teams sessions – it doesn't need to be school uniform but we don't want you in your pyjamas!
- If you are worried about something that happens during a Teams session, please tell your parents or teacher so they can investigate.
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It's going to be exciting using Teams to learn but make sure you:

- Follow instructions from adults
- Put your hand up when you want to speak
- Let everyone have a turn to take part
- Always show compassion and respect to others