

Purple Oaks Academy- Guide to Teams Meetings/Video Calls

In the event of Purple Oaks Academy needing to have a period of remote learning, we have decided to allow video calls on Teams to help the students stay in contact with their classes. Students will **not** be able to initiate video calls with another, but they will be able to choose to turn their camera on when taking part in a class video call or a phase assembly. Our aim is that in allowing students to have their cameras on, they will feel more connected to their class team and their class mates during an extended period of remote learning helping to minimise the impact of this on our students' social and emotional wellbeing.

As always, safeguarding is our main priority at Purple Oaks Academy. As a result, we have created the following guidelines to ensure that our students and staff are safeguarded whilst using video technology via Teams.

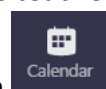
Guidelines

To keep everybody safe, please ensure:

- Your child has appropriate levels of supervision whilst attending a video call on Teams. Please ensure that you are with your child whilst they are on the video call. Students should not be left alone whilst on a video call.
- Your child is suitably dressed and wearing appropriate clothing. Students should not be taking part in video calls whilst still dressed in their pyjamas.
- Video calls are not recorded in any way. This includes taking screenshots of the chat or photographing/videoing the chat on a different device. Sessions will also not be recorded by any members of staff in school.
- The video call is not taken in a private area of the house such as a bedroom. Where ever possible, the students should be in a shared room of the house such as a living room or the kitchen to take their calls.
- If possible, blur the background of your camera to avoid distractions (instructions for this are below).
- All language on the call, including background noise, must be appropriate for a classroom environment. Your child's class teacher will have the ability to mute microphones if noise is disruptive to the rest of the class or interrupting the session.
- If you have any concerns regarding safeguarding, please make the school aware as soon as possible. You can do this by ringing the school office (01604 434471) or emailing your child's teacher, phase lead, Mrs Bull (hbull@purpleoaksacademy.org) or Mrs Martin (smartin@purpleoaksacademy.org).

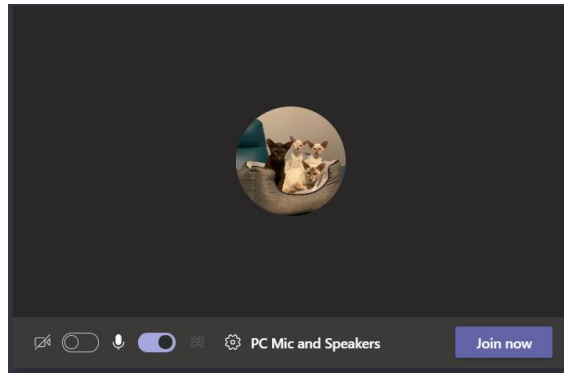
Accessing Teams and Video Calls:

- To access Teams, you can download the app or go to <https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/log-in> to log-in online
 - You need to log in using your child's email address (username.84@purpleoaksacademy.org) and their password. Please contact your child's class teacher if you are not sure.

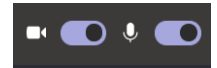


- Once you have access Teams, press on the Calendar button to view any meetings that your child has scheduled. Your child's class/phase team should schedule set meetings such as assemblies and story time throughout the week.
- When it is time for the meeting, you will be able to press 'Join' to access. You will be admitted into a 'Waiting Room' until the adult running the meeting is ready to admit everybody.

- When you join the meeting, you will see a rectangle that looks like this:



- When the buttons next to the camera and microphone symbol are blue, it means that the camera and microphone are turned on.



To turn the video or microphone off, simply click the area next to the camera or microphone symbol. When they are off, the symbols will turn to black.





- When in the chat, you will still be able to control the video and camera using the tool bar along the top of the screen:

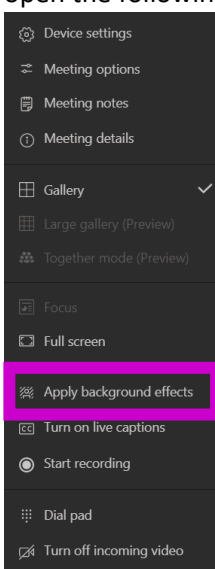


This shows that the camera and video are turned off.



This shows the camera and the microphone are turned on.

- Clicking this button  will open the chat feature, enabling students to type messages to everyone in the group.
- Clicking this button  will allow your child to 'raise their hand'. This will alert the adults in the conversation that your child wants to say something or ask a conversation.
- To blur your background (or to change it for a image such as the beach!) click on the 3 dots which will open the following menu:



- Select 'Apply background effects'. This will open the menu shown on the right-hand side. From here you can choose to 'blur' your background which will mean only your child will be in focus, or you can choose one of the pre-made backgrounds that will disguise the background completely and only leave your child in focus.

