**Parents**

**How to join a meeting**

* Select **Join Microsoft Teams Meeting** in your meeting invite to be taken to a page where you can choose to either join on the web or download the desktop app. If you already have the Teams app, the meeting will open there automatically.
* If you don’t have a Teams account and the organizer has allowed it, you may have the option to enter your name to join the meeting as a guest. If you do have a Teams account, select **Sign in** to join with access to the meeting chat and more. Then, depending on the organizer’s settings, you may join the meeting right away or go to the lobby where people in the meeting can admit you.

**Staying safe during virtual sessions for parents and children**

* Your microphone should be switched off unless otherwise instructed. Then the microphone should be switched on.
* You should always be suitably dressed for the activity – no pyjamas
* If you are taking part in the activity, make sure you are in a family space rather than your own bedroom.
* There must be an adult with you throughout the meeting.
* Inappropriate behaviour during the activity will result in you being removed from it.
* The Golden Rules apply in a Teams meeting just like they do in the classroom
* You should only see your class teachers, class mates and carers on screen.