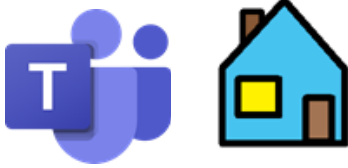


Using TEAMS for video sessions



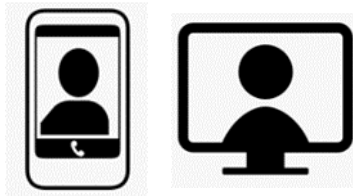
TEAMS is a way for staff to work with you while you are at home



It's also a way to join in with lessons and therapy sessions with your classmates



It uses your school or college email address



It means that staff can **video call** you. This means that staff can see you and you can see them.



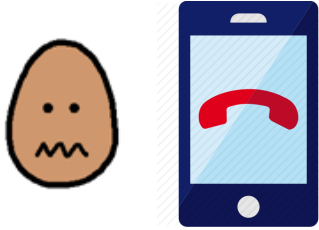
They can just call you with sound if you would prefer this

Staff can only use TEAMS between **9:30am** and **3:30pm Monday to Friday**





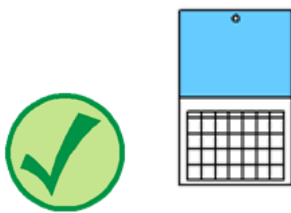
There are **rules** to keep everyone safe online. Make sure you read them. If you don't follow the rules the session will be stopped.



If something happens in the session that makes you feel uncomfortable you can stop the session too.



Staff will tell you what time and day you have a session and put these in your calendar



If you click accept on your calendar that means you are happy to join in.



You can decide if you would like to use TEAMS or not. Tell us what you think below:



Using TEAMS

Tick or Cross

✓ = yes

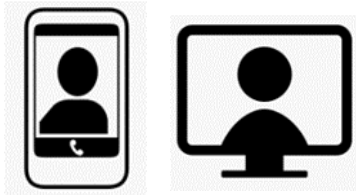
✗ = no



I am happy to use TEAMS for lessons



I am happy to use TEAMS for therapy



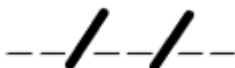
I am happy to use video calling on TEAMS



I am happy to use audio calling (voice) on TEAMS



Name:



Date: