



Guidelines for Pupils Using Online Communication Methods

- Pictures or recordings of the video call are not allowed.
- Remember our school rules - they are still in place, even online.
- Set up your device in a quiet space, with no distractions in the background.
- Ensure that the backgrounds which are visible during the video calls are appropriate.
- Raise your hand before speaking, just like you would do in class.
- Mute your mic when you are not speaking.
- Use headphones if you can to reduce background noise, when necessary.
- Have your full name displayed on their Zoom/Google Meet account.
- If you have the chance to talk, speak in your normal voice, using kind and friendly words.
- Show respect by listening to others while they are speaking.
- Ensure that you are dressed appropriately for the video call.
- Be on time - set a reminder if it helps.
- Don't forget to wave hello to everyone when you join!