



How to communicate on Teams



There are two golden rules to remember when using Teams:

- 1) Be kind
- 2) Only say what you would say in a normal classroom in front of your teacher.

Within your Team there may be some channels where you are able to post and some which are locked so that only your teacher can post in it.

Your subject Team is not a general message board – you can use it to talk to your teacher and other members of the class about the subject you are studying, but you should not go off topic or spam the message board. Your teacher will have set up a support channel where you can ask questions about tasks and content.

Some extra-curricular activities also have Teams, where you can chat with other students who share your interests.

Remember your SPAG and be polite!

Always say hello to your teacher before asking them a question and address them appropriately (e.g. Hello, Mrs Drummond). Make sure you use your best spelling, grammar and punctuation, and say please and thank you to everyone you ask for help and everyone who helps you!

Your status

Students should not use the status function of Teams.

The Like Button



The Like Button can be used to show your teacher you have seen a message, you understand an instruction, or that you are present for a particular portion of an online lesson. Avoid using it as a Facebook / Twitter like.

Reaction Emojis



Your teacher will let you know if it is ok to use reaction emojis. In general, using the heart to show you like a post is fine. Remember rule 1: Be Kind. If using a particular emoji in a particular context is unkind or disrespectful to another member of the team, don't use it. If you are at all unsure, don't use it.

The @ button

Your teacher will make it clear to you whether you can use the @ function or not to attract their attention. So, for example, if your team was run by me (Mrs S Drummond), by typing @Sarah Drummond as part of your post, Teams would give me an alert to let me know that someone wanted my help on that Team. You can also use the @ function to attract the attention of another student (perhaps you know the answer to a question they have previously posted!) Again, be sensible with this. If teachers or students tell you not to use it, then please respect their wishes.

Don't expect teachers to respond immediately to your request for help. In particular, teachers might not be on Teams at the weekend or in the holidays. We can get very busy but we will get back to you when we can!

If you have problems with Teams

Remember you can always email onlinelearning@reading-school.co.uk for technical assistance.



EMAIL ETIQUETTE



S

SEMI-FORMAL

No emoji, and don't use capitals for emphasis (it looks rude)

P

POLITE

Start with a greeting (e.g. *Dear Mr ____*, or *Good morning miss*), remember please/thank you, end with a sign-off (e.g. *regards*, or *thanks*)

A

ADDRESSEE

Don't reply all, and make sure you're sending it to the correct person

C

CLEAR SUBJECT

Make sure the teacher knows what your email is about before opening it (e.g. *7C Maths Homework*)

E

EFFICIENT

Only email if required (can you talk to them in person?), keep it brief, and explain any attachments