



Here's some advice from the Microsoft TEAMS group about keeping your class and subject TEAMS pages a positive online space

PLEASE ENGAGE WITH YOUR TEACHERS AND LET THEM KNOW IF YOU REQUIRE ANY FURTHER SUPPORT - REMEMBER TO USE THEIR GLOW EMAIL ADDRESS .

**TO FIND YOUR TEACHER'S GLOW EMAIL ADDRESS, HOVER OVER THEIR NAME OR IMAGE IN A POST AND THEIR GLOW EMAIL ADDRESS IS SHOWN.**

## Keeping our Class Teams Page A Positive Online Space!

Help us keep our online space positive and productive!

**Using emojis** 😊 😄 😎  
We know you love to use the animated emojis to brighten up your posts but please only use ones that are positive and uplifting!

**Contacting your Teacher** 📧  
We love to know how you're doing so don't be afraid to ask your teacher questions on the Teams page. Just remember, your teacher could be at school so may not be able to respond straight away.

**Reacting to posts (likes, loves & more)** 👍  
If you want to give encouragement to your friends or teachers by 'liking' their posts we think that's fabulous. However it is very important that reactions are always positive.

**Replying to classmates** 🔄  
You can reply to anything posted on the Teams page, just make sure the content is kind, respectful and helpful for the person you are replying to. Remember, everyone can see your posts.

**What Can I post?** ✉️  
We have set up the class teams pages so you can still complete work and have feedback from your teacher. We do understand you may also want to share things that are not related to the work you have been set, for example, what you have been up to at home.