



























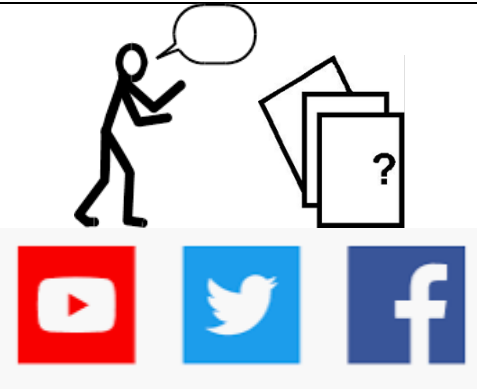

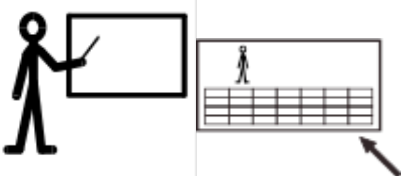


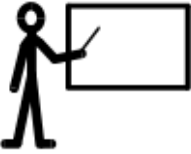








Using TEAMS for video sessions

	<p>TEAMS is a way for your tutors, therapists and IAGT to work with you whilst you are at home.</p>														
	<p>It uses your college email address</p>														
	<p>It means that tutors therapists and IAGT can video call you</p>														
	<p>They can also call you with just sound if you would like this better.</p>														
<p>Tutors, Therapists and IAGT will only be able to use TEAMS between 09:30am and 4:00pm Monday to Friday.</p>															
<table border="1" data-bbox="223 1086 1372 1288"> <tr> <td> Monday</td> <td> Tuesday</td> <td> Wednesday</td> <td> Thursday</td> <td> Friday</td> <td> Saturday</td> <td> Sunday</td> </tr> <tr> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> <td>X</td> <td>X</td> </tr> </table>	 Monday	 Tuesday	 Wednesday	 Thursday	 Friday	 Saturday	 Sunday	✓	✓	✓	✓	✓	X	X	
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✓	✓	✓	✓	✓	X	X									
	<p>There are rules to keep everyone safe online. Please make sure you read them.</p>														
	<p>Tutors, Therapists and IAGT have to record and save the sessions to keep everyone safe.</p>														
	<p>The recordings are stored by the college and can only be accessed by the person who called you unless you give permission to share it with others.</p>														

	<p>Staff will ask you if it's ok for them to share with other people if they need to.</p> <p>This might be for:</p> <ul style="list-style-type: none"> -assessment -social media - teaching <p>You can decided if tutors or therapists can share your work in this way.</p>
	<p>If the recording doesn't work the tutor or therapist will ask another member of staff to join the session.</p>
	<p>Your progression tutor will tell you what times you have sessions and put these in your calendar</p>
	<p>If you click to accept the calendar invite it means you give consent to the session. (This means you are happy to join in.)</p>
	<p>You can decide if you would like to use TEAMS or not. Tell us what you think below:</p>

Tell us if you are happy with this

	Using Teams:	Tick or cross
	I am happy to use teams for lessons	
	I am happy to use teams for therapy	
	I am happy to use teams for IAGT sessions	
	I am happy for staff to record the sessions (for safety reasons)	
	I understand that if staff to show other people the recordings they need to ask me if it is okay first.	
	Name:	
	Date:	