

Remote live teaching will take place in Microsoft teams and lessons will be scheduled in advance by teachers. You will be able to enter the meeting where the lesson will take place via you team page for that class or via the link you receive in the email invitation from your teacher. Please follow the guidance on the school website on how to access teams through your school email account, then use the information below to access, participate and learn.



Joining a lesson

- You will have 5mins to enter the meeting where the lesson will take place
- You should be prepared with pen, paper and any other resource your teacher directs you to have
- You should enter the meeting with your camera off and microphone muted. Only amend these settings if asked to by your teacher
- You should expect to have 20-30mins of teaching and interaction before applying your learning to a set task/activity



Participating in a lesson

- You need to adhere to the lesson expectations that will be shared by your teacher and are listed below
1. Cameras OFF unless asked to turn on by teacher
 2. Be on MUTE unless asked to contribute.
 3. Use your HAND UP function if you have any questions or comment
 4. RESPECT the teacher and your peers.
 5. All sessions are RECORDED for safeguarding purposes.
 6. Disruption to learning will result in REMOVAL from lesson and a phone call home



Submission of work and accessing missed teaching

- An assignment will be created for any work that needs to be submitted to your teacher and will need to be done by the deadline set. This will be monitored by your class teacher and Head of Year and non submissions together with non attendance will be followed up with communication home.
- If you are unable to attend a lesson for any reason. You are expected to access the recorded stream in your class team. Your teacher will be able to view who has done this.