

Microsoft Teams – Guidance and Expectations for Live Lessons

1. Before the lesson starts:

- Make sure you are dressed appropriately; school uniform is not required. This will help you to be in the correct state of mind for learning.
- Set up your device in a quiet environment and make sure you have all your equipment ready for the lesson.
- Before you enter the meeting please turn your **camera off**. If you need to ask questions, please use the chat facility or use the 'raise your hand' icon in Teams.
- Minimise distractions as much as possible by ensuring that your mobile phone is turned off or is in another room.
- If you have pets or siblings, try to ensure that they do not cause any disruption to you or your class.
- Remember that you are communicating with staff and pupils in school. If you would not normally write or include something in your work to be handed in and marked by your teacher, please do not include it in an online conversation. Similarly, try to ensure that your spelling and grammar are correct.

2. What your teacher expects from you during the lesson:

- Your camera should be off for the full duration of the lesson.
- Your lesson will be recorded so you can access it at a later date to support your learning.
- Your microphone should be off for the duration of the lesson unless the teacher asks you to turn it on.
- You can ask questions by using the 'Raise your hand' icon or posting a message in the chat.
- It is expected that you will engage in lessons and behave as you would in a lesson in school.
- You **MUST** complete any work set by your teacher to the best of your ability.

Summary of Expectations



Pupils should be on audio only, not video. Any student who is on video must switch off the camera.



Pupils should stay muted during the course of the lesson, unless asked a question by the teacher.



Pupils must wait for the teacher to give permission to speak and can raise a virtual hand to ask a question



Any interactions must be respectful and polite. Any talking should be between teacher and pupil.



Interactions through Teams should be of the same standard as they would be in a school classroom. The normal school behaviour policy applies.



Teachers reserve the right to remove a pupil from the live lesson should any problems arise.