

## Live Lessons Information for Students and Parents/Carers

With regard to any live online lessons, please read these notes carefully with your child.

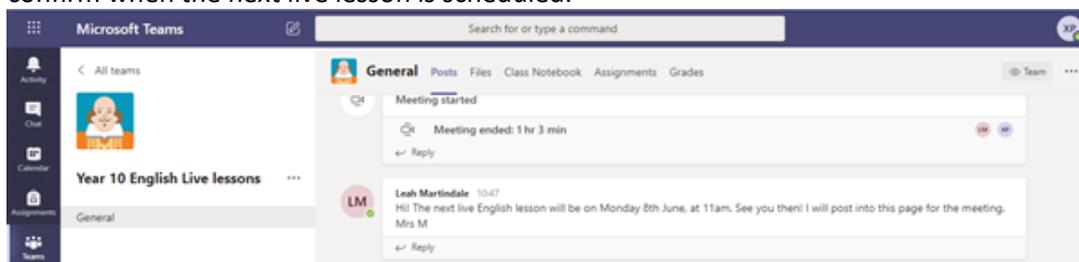
### 1. Safeguarding

- Safeguarding is always our number one priority.
- Students will only be allowed to participate in live lessons if you have given your permission. Please give your permission by completing the brief form via the following link:  
<https://forms.office.com/Pages/ResponsePage.aspx?id=1XqDv8aUrUWvqfq1Zwu9OPDTGT6CCkRDIDgDSrYgmAJUOUQ4Sk9OR11LTzlFUFQzWjFIMjRSMVhQUC4u>. **Please ensure that you have given your consent by Friday 25<sup>th</sup> September, so that we can collate this as needed and invite eligible students.** If we do not have your consent, your child(ren) will not be invited to participate in live lessons.
- Live lessons will always take place during normal school hours and will be run through Microsoft Teams. In the event of live lessons being necessary, we will share a timetable with you. Teachers will also post a notification on the 'live lessons' team for their subject, which eligible students will be invited into. The 'posts' tab for the relevant team will be the location for all of this information.
- **For safeguarding reasons, live lessons will be recorded and stored by the school for up to one year.** When you give your consent, you are consenting to the recording and storing of this data.
- Live lessons will automatically be uploaded onto the teams posts page once the lesson has finished, so can continue to be accessed at any time in case students are unavailable 'live'.
- All lessons will have two members of staff present.
- If you or your child have any concerns about anything that you hear or see while in a live lesson, please report them to [leah.martindale@sirthomasfremantle.org](mailto:leah.martindale@sirthomasfremantle.org) or [Neale.pledger@sirthomasfremantle.org](mailto:Neale.pledger@sirthomasfremantle.org)

### 2. The Live Lesson:

#### Preparing for Live Lessons:

- Check the posts pages for the scheduled lesson time. Your teachers will post in advance, to confirm when the next live lesson is scheduled:

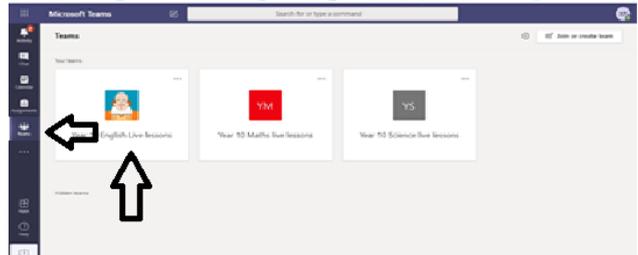


- Students should find a quiet space where they are less likely to be interrupted.
- It is best to use headphones or earphones during the lesson and connect to the device you will be using.
- Ensure that your device(s) have enough charge to last the lesson.
- Get all of your equipment out and ready – just like a lesson in school. Have a notebook and pen ready.

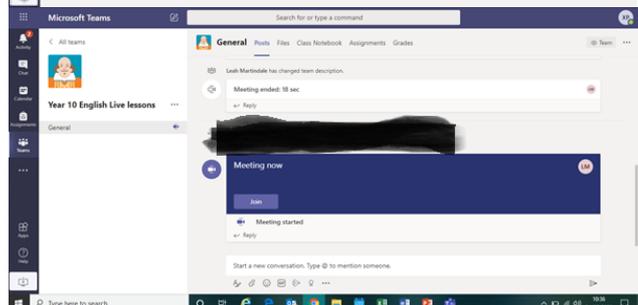
## Logging In

- A. Open 'Teams' on the device you are using. A computer or laptop works best, but a phone or tablet is fine too (this can be done via the 'Teams' app which you can download from android and IOS for free).

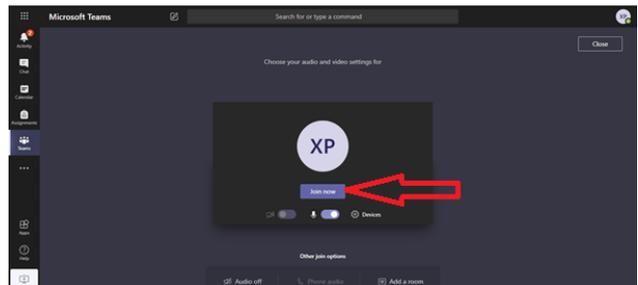
- B. Up to 10 minutes before the scheduled lesson start time, click on the Class Team for the lesson you will be participating in.



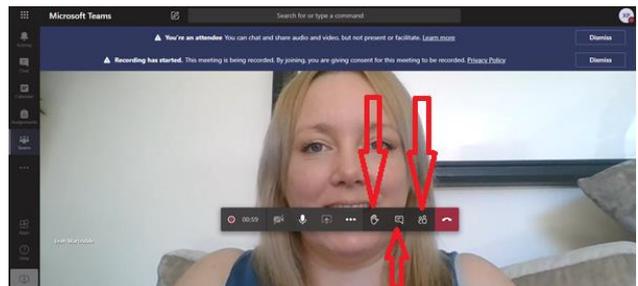
- C. On the 'posts' page, join the live lesson using the **Join** button when you see Meeting Now.



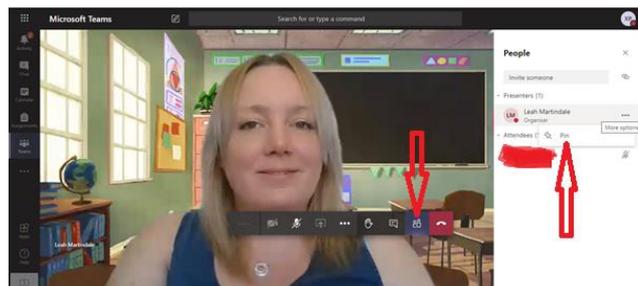
- D. You will then be able to adjust your settings before joining. Your camera will not be enabled, so no need to worry about adjusting video settings. You can turn your mic on or off (this is likely to be overridden by the teacher for the actual lesson, to reduce sound interference). When your settings are ready, click Join Now to enter the lesson.



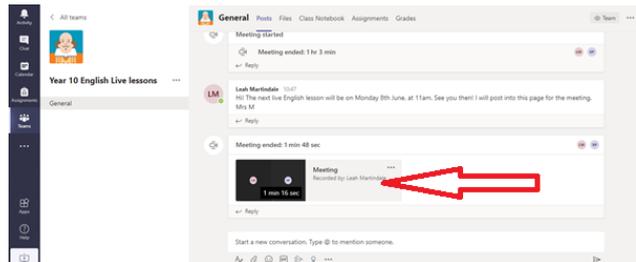
- E. Once you're in the lesson, you can look at the participants list and the chat box to communicate with your teachers. You can also use the 'hand up' button, to indicate that you have a question. Teachers will see this, or your chat message, and speak to you to indicate when it is possible to speak/ask your question.



- F. Click on show people, then click on the three dots to the right of your teacher's name. Click on 'Pin' to keep your teacher's video feed front and centre during the lesson.



- G. During the lesson, follow your teacher’s instructions for using the chat and ‘hands up’ option and asking questions. Please be aware that your chat is viewable to everyone in your class. If you post something inappropriate to the chat, your teacher (or the second member of staff also in the lesson) may delete your message, stop your chat ability, or remove you from the lesson.
- H. At the end of the lesson, your teacher will end the meeting, which will automatically end the call for you and everyone else in the class.
- I. If you miss the Live Lesson or want to watch it again, it will be posted into the main page of your Team on the posts page.



### 3. Student Behaviour and Conduct:

- Students should conduct themselves as they would in a normal lesson. School rules still apply.
- If students speak, we expect the use of Standard English (no slang) to create a formal approach to the lesson.
- If students contribute in written format in the chat box, good grammar, punctuation and manners are expected
- Students are not allowed to record or screen shot the lessons under any circumstances. The school will record lessons for safeguarding purposes.
- If students behave inappropriately they should expect to be removed from the lesson and not be invited to future lessons.

### 4. How Parents Can Support the Lesson:

- Avoid being in the back of the room during the lesson – this can put undue pressure on the student and the teacher.
- Support your child to find a quiet work space without interruptions.
- Ensure your child has paper and pens to make notes with.