

Student Guide to Online Lessons

So far you have been using Teams with all of your subject teachers, to complete assessments and to find files saved for both In-Academy and Home Learning. If, for any reason, you need to work remotely from home at any point, your teachers will continue to teach you online, using Microsoft Teams. It is important therefore that you know and understand our expectations should this happen.

Things you must do:

- Ensure you have completed any pre-reading given to you by the teacher ahead of your lesson
- Be on time for your lessons (at least 5 minutes before the lesson is due to start)
- Enter the waiting room before your lesson begins, the teacher will let you in when they are ready to start
- Ensure your microphone is muted upon entry
- Make sure your camera is turned on, at least the first part of the lesson so that the teacher can see that you are ok
- Throughout the lesson ask questions in the chat box, do not interrupt the lesson
- If you misbehave during the lesson, then you will be removed from the lesson. This will then be followed up afterwards by a phone call home to your parent/guardian from your class teacher. This may also be followed up by a negative event on SIMS.

When a teacher sets you a meeting (class) you will be sent an email with a link in it. It's as easy as clicking on the link to go to your class. You can also find the lesson in your calendar on Teams, to see which lessons you have and when, this will help you organise your time whilst at home. Make sure you check your calendar the night before, to make sure you know the timings of lessons, to ensure you are not late and are prepared.

Remember, we want to help you to keep your education going, even in circumstances where you may be at home. It is therefore important that you follow the rules and learn in the best way possible.

If you have any questions about Teams Meetings, please speak with your tutor in the first instance and they can show you how to access it.