



I am required to learn at home because of poor weather – What next?



All lessons will be online but will be shorter. You will use Microsoft Teams to attend every lesson on your normal timetable. Your timetable is on Go4Schools. If you need help with Go4Schools, please email data@thehazeleyacademy.com

Your teacher will lead the lesson for at least 20 minutes. Form time is at the normal time below and will be focused on ensuring students are prepared for the day’s learning. Students are expected to attend all lessons online.

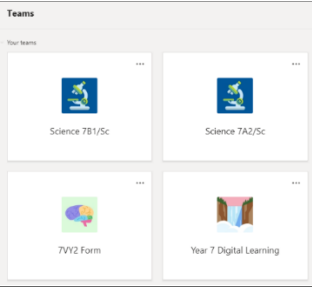
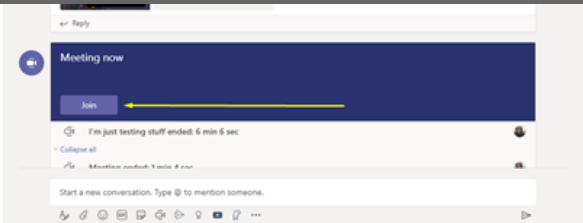
Timings of the Home Learning Day

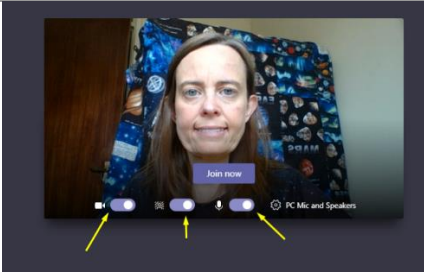

8.45-9.00	Form Time in the Microsoft Team for Your Form
9.00- 9.45	Period 1
9.45 – 10.30	Period 2
10.30-10.45	Break Time
10.45-11.30	Period 3
11.30 – 12.15	Period 4
12.15-12.45	Lunch Time
12.45-13.30	Period 5
13.30 - Onwards	Students independently complete tasks set from today’s lessons.

Preparing for Live Lessons

- Lessons will take place according to the subjects your timetable.
- If you need to loan a laptop please email ITS@thehazeleyacademy.com
- Find a quiet space where you are less likely to be interrupted.
- Check what’s behind you. Try to find something that is plain, or at least not too distracting.
- It is best to use headphones or earphones during the lesson and connect to the device you will be using.
- Get your equipment out and ready – just like a lesson in school. Have a notebook and pen ready.
- Dress appropriately – What you would wear for a non-uniform day is fine.
- You can choose whether to have your camera on or off. However, if the teacher asks you a question you must put your microphone on and answer.

Logging in on Microsoft Teams

<p>1</p>	<p>Open Teams on the device you are using. A computer or laptop works best, but a phone or tablet is fine too. You can download the free app.</p> <p>Just before the scheduled lesson time, click on the Class Team for the lesson you will be participating in.</p>	
<p>2</p>	<p>On the posts page, join the live lesson using the Join button when you see Meeting Now.</p>	

3	Adjust your settings before joining. You can turn your camera on or off, you can set a background or blur your background if you're using a computer (on most computers), and you can turn your mic on or off. When your settings are ready, click Join Now to enter the lesson.	
4	Once you're in the lesson, you can type in the chat box to communicate with your teachers and classmates.	

Student Behaviour and Conduct

- Students should conduct themselves as they would in a normal lesson. School rules still apply.
- Hazeley values of respect, integrity and honesty will be promoted at all times.
- 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 Hazeley Academy will record lessons for safeguarding purposes.
- If students behave inappropriately, they should expect to be removed from the lesson and parents will be notified.

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 workspace without interruptions
- Ensure your child has paper and pens to make notes with.
- Reinforce that normal school hours apply, just at a distance.

Praise and Rewards - Students that engage excellently in live lessons will be awarded with House Points.

Academic Support

Students can seek support directly from their teachers in live lessons and via email. Teachers can be emailed using the following email: initial+surname@thehazeleyacademy.com. For example Mrs Williamson's email address is GWilliamson@thehazeleyacademy.com Teacher's names and initials can be found on Go4Schools.



Pastoral Support

Form tutors are the first port of call for any support or questions that not directly related to your subjects. It is important that students reach out if they are having any difficulties with home learning. The pastoral team are also available to support (R2L and the Sixth Form Team). Alternatively any parent and student can email worried@thehazeleyacademy.com

Systems Support

Go4Schools: data@thehazeleyacademy.com

Microsoft Teams and anything computer related, including students sharing devices ITS@thehazeleyacademy.com

Exams exams@thehazeleyacademy.com
