

Remote Learning

I may be required to learn at home – what next and who can help me?

We can be prepared to learn from home by ensuring that all students can log in to our platforms, Arbor and Office 365 (including Microsoft Teams).

Systems support

Arbor - arborhelp@thehazeleyacademy.com

Office 365 / Microsoft Teams or anything computer related – ITS@thehazeleyacademy.com

Academic Support

Students can seek support directly from staff by emailing enquiries@thehazeleyacademy.com, or using the format initialsurname@thehazeleyacademy.com (for example Miss E Cooke - ecooke@thehazeleyacademy.com) All emails to enquiries will be directed to the most appropriate member of staff.

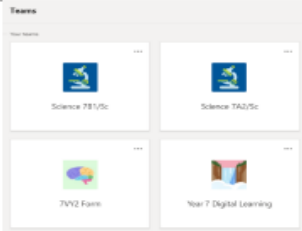
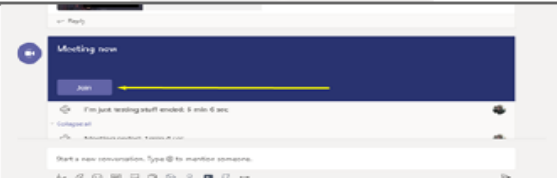
Pastoral support

The pastoral team are available to support (R2L and the Sixth Form Team). Alternatively, any parent/carer and student can email wellbeing@thehazeleyacademy.com



I may be required to join Live Lessons – what do I do now?

- 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 always promoted.
- 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.
- Support your child to find a quiet workspace without interruptions.
- Ensure your child has paper and pens to make notes with.

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