

Live Lessons Information for Students and Parents / Carers
The Hazeley Academy

A number of teachers have expressed interest in delivering live, online lessons to students through Microsoft Teams. We will continue to provide high quality work on Microsoft Teams and students will receive feedback from their teachers. Please note, teachers are volunteering to facilitate live lessons and are under no obligation to take part.

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 be told when a live lesson will take place and which members of staff will be leading the lesson in advance. They will always take place during normal school hours and will be run through Microsoft Teams.
- For safeguarding reasons, live lessons will be recorded and stored by the Academy for up to one year.
- If you or your child have any concerns about anything that you hear or see while in a live lesson, please report them to worried@thehazeleyacademy.com

2. How To Get Started

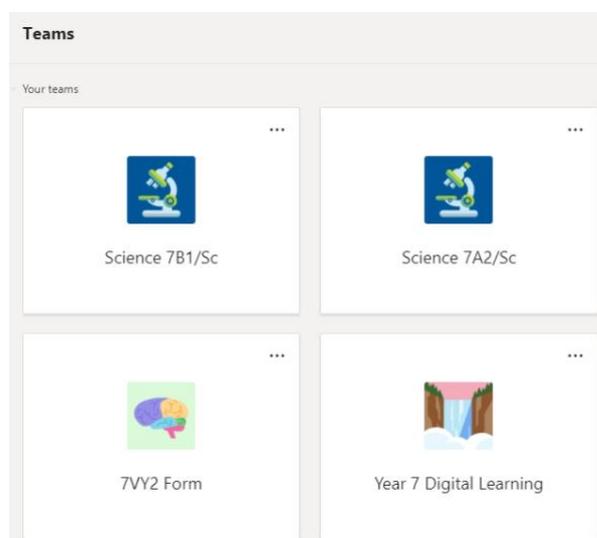
Preparing for Live Lessons

- Your teacher will post the date and time of your live lesson in Microsoft Teams.
- Make a note of when the lesson take place, you may want to put it on your calendar or as an alarm on your phone. It's your responsibility to be ready to join at the correct date and time
- Find a quiet space where they 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 all of 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 don't have to wear school uniform – unless you want to!)

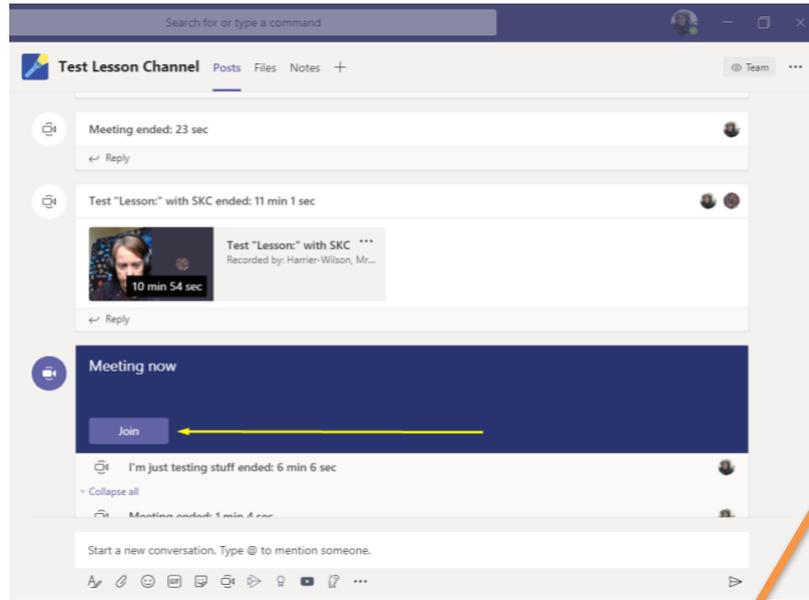
Logging In

A. Open Teams on the device you are using. A computer or laptop works best, but a phone or tablet is fine too.

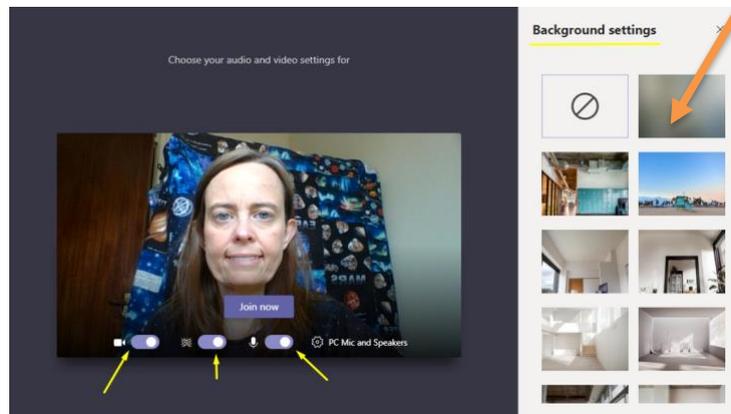
B. Just before the scheduled lesson time, click on the Class Team for the lesson you will be participating in.



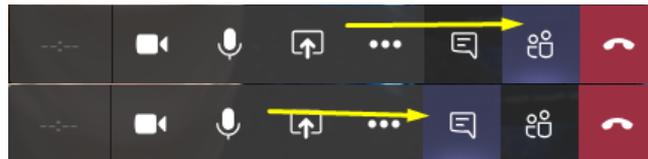
- C. On the posts page, join the live lesson using the **Join** button when you see Meeting Now.



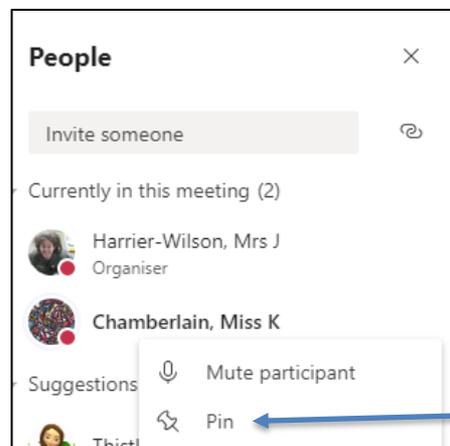
- D. Adjust your settings before joining. You can turn your camera on or off, you can set a background or blur your background if you're using a computer (on most computers), and you can turn your mic on or off. When your settings are ready, click **Join Now** to enter the lesson.



- E. Once you're in the lesson, you can look at the participants list and the chat box to communicate with your teachers and classmates.

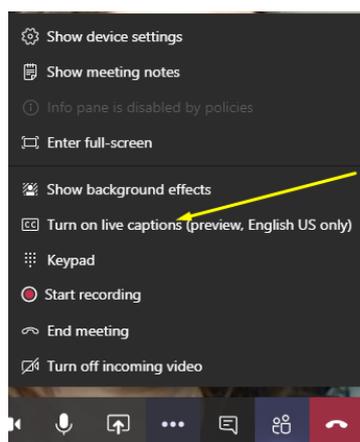


- F. Click on show people, then click on the three dots to the right of your teacher's name. Click on 'Pin' to keep your teacher's video feed front and centre during the lesson.



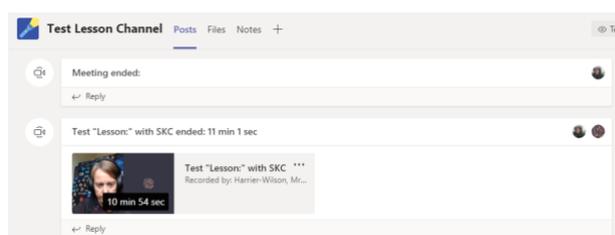
Your options may look slightly different.

- G. If you have trouble hearing everyone, you can turn on Live Captions in order to help. Hover over the screen, click on the three dots, and then turn on live captions.



- H. During the lesson, follow your teacher’s instructions for using the chat 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 may delete your message, stop your chat ability, or remove you from the lesson.
- I. 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.

- J. If you miss the Live Lesson or want to watch it again, it will be posted into the main page of your class Microsoft 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.
- 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 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.
- Encourage your child to make a note of the date and time of any live lessons they are invited to.
- Support your child to find a quiet work space without interruptions
- Ensure your child has paper and pens to make notes with.
- If your child is unable to take part in a live lesson, encourage them to watch the video at a later stage in their class Microsoft Team.

5. Praise and Rewards

- For each student that logs in and joins a live lesson a Superb Distance Learning point will be awarded.
- For those going over and above in their engagement during the live lesson and those handing in work after the lesson – more SDLs will be awarded.