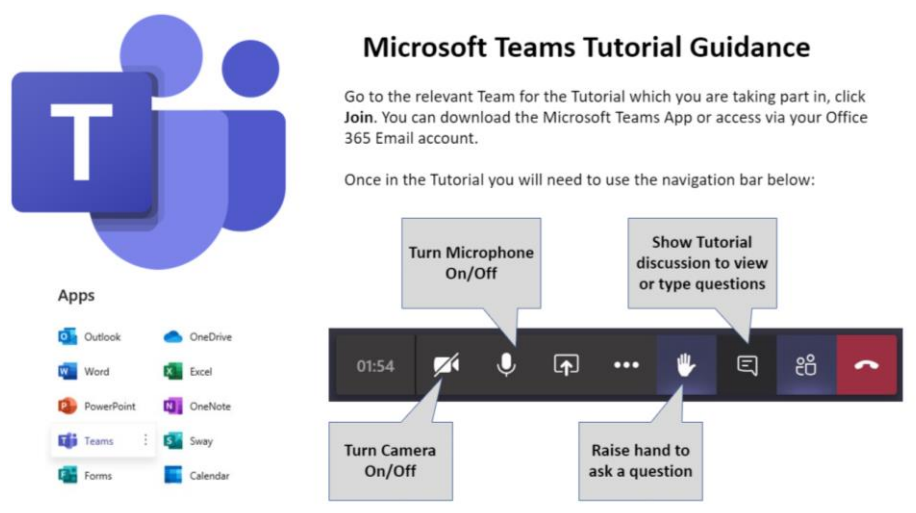


TEAMS Tutorials Parent Guide

To further support your daughter with her remote learning we will be starting some tutorials in addition to the work that is being set on Firefly, GCSEPod and Kerboodle. Your daughter will be invited to join a TEAMS tutorial with some of her subject teachers during the rest of the academic year. The TEAMS tutorial is an opportunity for your daughter to have some face to face contact with her teacher. The tutorial will be with her classes and she will get an invitation from her teacher on the TEAMS calendar. The following guidance outlines the protocol that we have in place and how to support your daughter with accessing this important tutorial to support her learning and progress.

Protocol

- The class teacher will put an invite into the TEAMS calendar which she can access through her Microsoft office 365 email.
- There will be a reminder sent 15 minutes before the TEAMS tutorial will start.
- No cameras for students are permitted.
- The record option on TEAMS has been disabled.
- Microphones for students will be off.
- No parents or family members to ask questions or be involved in the TEAMS tutorial.
- The teacher will begin the session by stating the protocol for all students. The teacher may decide to have their camera on with a blurred background to support explanation.
- Students will be able to respond to a question during the tutorial by using the raise hand function.
- The teacher will call out the student by name and allow them to unmute their microphone to ask a question.
- Students will be able to ask a question in writing using the chat function for the teacher to respond to verbally.



Tutorial content – what to expect?

- Sharing of a lesson power point slide with the teacher talking through the key points.
- Interactive material to support learning being displayed on screen such as video clips, online text books and resources.
- Talking through some exam questions and guiding students on how to approach them by the teacher.
- The teacher modelling specific concepts within the subject. For example: highlighting key language techniques in a paragraph from a novel or going through the steps to solve a mathematical problem.
- An opportunity to ask the teacher questions about the learning material that has been completed during the lockdown.
- An opportunity for teachers to explain the next steps in learning to students directly.