

## TEAMS Remote Live Lessons – Parent Guide

To further support your daughter with her remote learning we would like to remind you of our TEAMS guidance. Your daughter will follow her normal time-table which can be found in the calendar section of TEAMS. We understand that sharing of devices in households may mean that some live lessons are difficult to attend. All lesson material and assignments will be uploaded to TEAMS for each lesson for students to revisit to support with this.



### How we can support you further?

The TEAMS live lessons are to ensure your daughter continues her full education whilst we are working remotely. The following guidance outlines the protocol that we have in place and how you can support your daughter with accessing the full curriculum and ensure she keeps up to date with her learning and progress.

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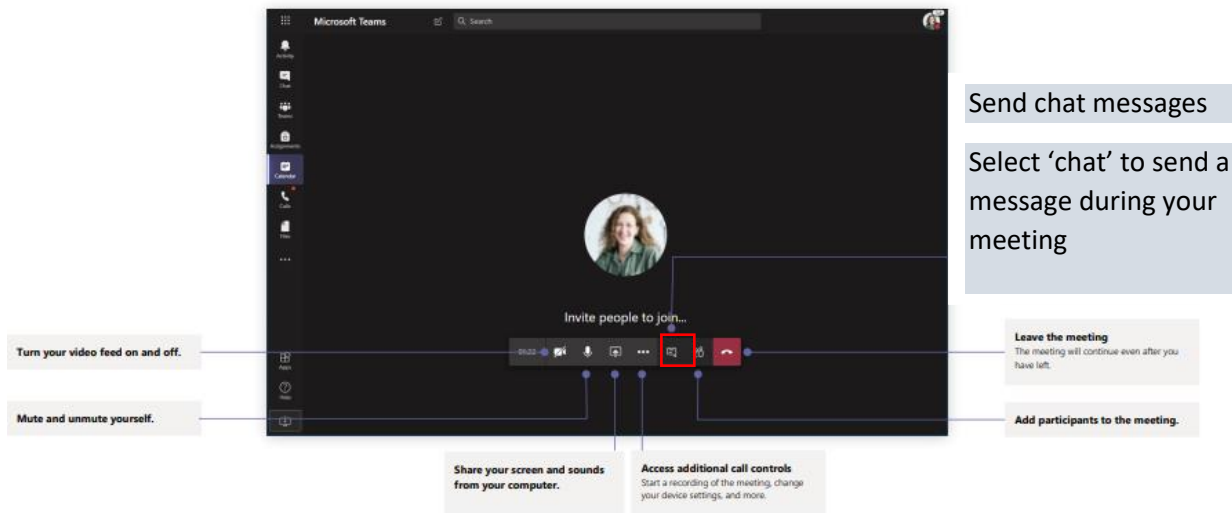
## Protocols

- 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 live lesson will start.
- No cameras for students are permitted.
- The record option on TEAMS has been disabled.
- Microphones for students will be off unless asked to unmute to contribute to question and answer.
- 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 will 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, chat or unmute option.
- The teacher will call the register at the beginning of the lesson by calling out the students by name and allow them to unmute their microphone to answer.
- Students will be able to ask a question in writing using the chat function for the teacher to respond to verbally or unmute temporarily to ask or answer a question.

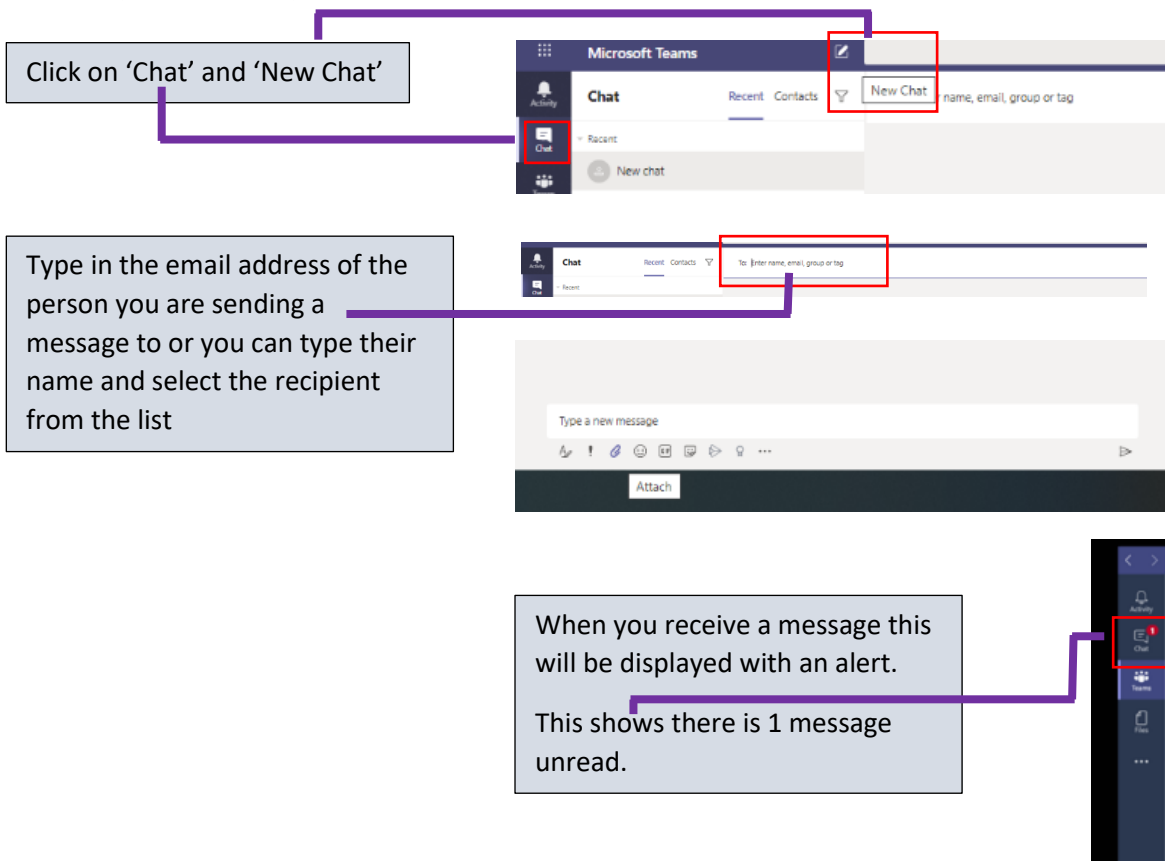
## Live Lesson Content – What to expect?

- Sharing of a lesson power point slide with the teacher talking through the key points and explaining key concepts.
- 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 and gain clarity on any areas they are unsure of.
- An opportunity for teachers to explain the next steps in learning to students directly and support them with their progress.
- The teacher engaging with quizzes, the chat function and short assessments to gain some feedback on how students are learning.
- Use of assignment function in TEAMS to set tasks to complete in the lesson or independently.

## Chat options during the meeting or at anytime

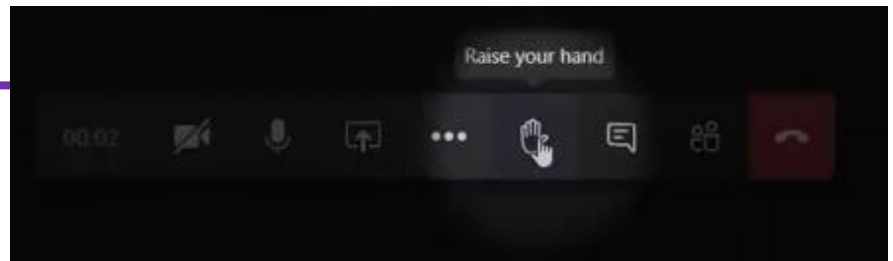



### Chat option at any time

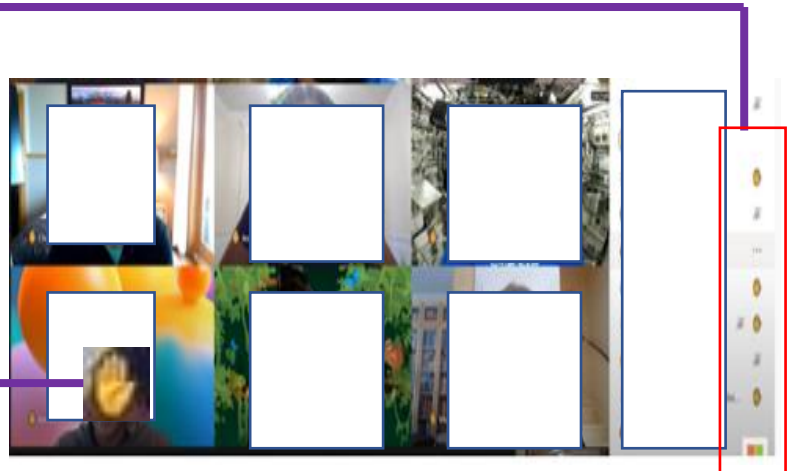


## How to raise and lower your hand?

During the meeting you can click this icon to **'raise your hand'**. This shows to the teacher that you have digitally raised your hand. This is useful when you need to ask a question.

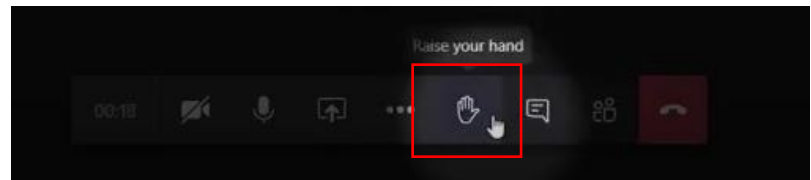


Your teacher will see a raised hand on the screen with this symbol  and by your name



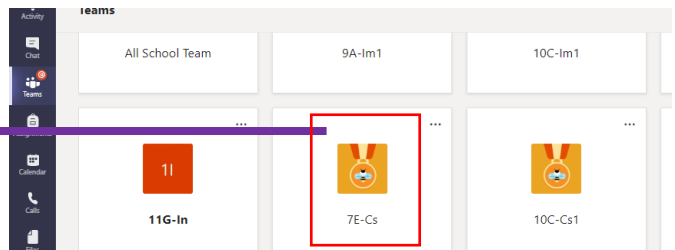
### Lower your hand

If your hand is raised then hover your mouse on 'Raise your Hand' to lower your hand

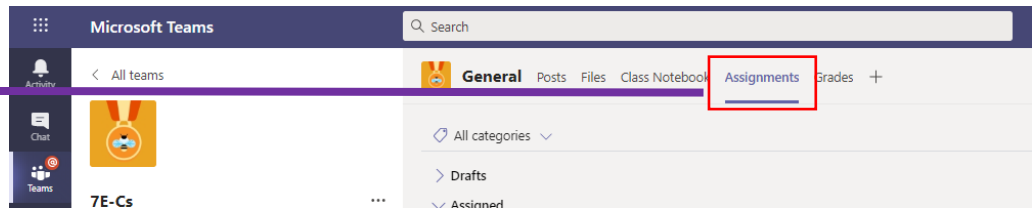


## Assignment function

Click on your subject



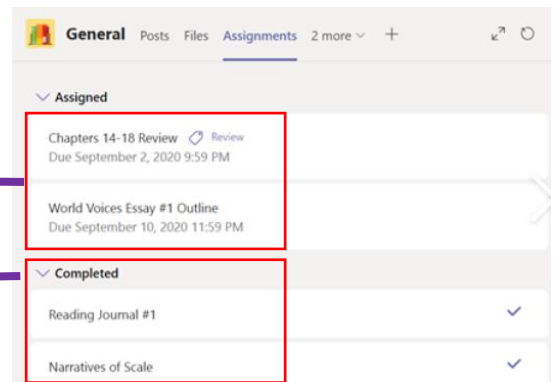
Once you are in your subject area, click on 'assignments'. This option shows the assignments which are assignment to you.



Title of assignment, due date and all resources/instructions are given here.

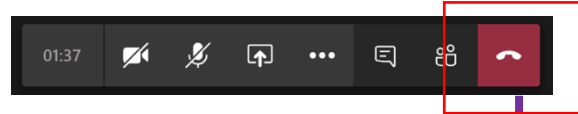
Click on the assignment to complete the set tasks and then then submit it to your teacher.

All past completed assignments.



## End meeting function

To end the meeting you need to  
**'Hang up'**



## Summary of all control features

