



Live Lesson Guidance

Expectations for students:

- **Students should be online from 9am, to access their normal form time and timetabled lessons.**
- **Key Stage 3 lessons will last for 30 minutes. KS4 lessons will last for up to 45 minutes.**
- **There will be no Core PE live lesson; an activity will be set on SMHW instead.**
- Students should click on the classroom, for their timetabled subject, a couple of minutes before the lesson is due to start, using the instructions below.
- Students should dress appropriately and choose a quiet room from which to access the live lesson.
- Students should sit in front of an appropriate back drop.
- Students should wait patiently for the Meet link to appear at the top of the screen. This may take a few minutes as teachers transition between lessons.
- Students should keep a piece of paper and some pens nearby, as well as subject-specific VIP sheets.
- A device should be set up in a quiet room, away from distractions. Students should let other family members know when they are accessing live lessons, in order to avoid interruptions.
- Students should mute their microphone once the lesson has begun.
- Students should engage with the lesson by using the chat function or unmuting themselves to talk, when instructed by the teacher.
- Students should have their camera on, to engage fully with the lesson.
- Students must not use the chat function for anything other than work-related conversation; the chat can be seen by everyone.
- A student may raise their hand to get a teacher's attention by typing an exclamation mark into the chat box.
- Students may be asked to complete a task independently when the lesson meet finishes. Individual teachers will explain how and when this should be submitted.
- Resources from the lesson will be shared afterwards for students to revisit should they wish.