



ST MARY'S COLLEGE

Live learning through Microsoft Teams: **Student Expectations**

In the event of a partial or full school closure, lessons will be delivered through Microsoft Teams. To ensure that you get the most out of each lesson please can you make sure that you carefully read and follow this guidance:

Before the lesson:

1. Ensure that you are dressed appropriately and that you are in an appropriate location to learn without any distractions.
2. Registers of attendance will be taken, if you are unable to attend the lesson email your teacher and Year team in advance explaining why.
3. You will need to be ready to start your lesson at least 5 minutes before the scheduled time. If you arrive to the lesson after 5 minutes you will be given a late mark on the register and it will be logged.
4. Have any materials for the lesson with you, e.g. your exercise book, pen, pencil, ruler, rubber.
5. Have Teams open on your computer. Go to the calendar and you will see the lessons for each day populated. Click on the appropriate lesson and select 'join'.
6. Wherever possible, use a device with a larger screen. Smartphones are fine but the smaller screen size will make reading/seeing lesson content more challenging.

During the lesson:

1. Be aware that your teacher will be recording your lesson through MS Teams. This recording will not be shared publicly but is being taken to ensure the safety of all concerned.
2. Follow instructions from your teacher in the same way that you would do normally for example the Classroom Code.
3. During the lesson please mute your microphone if you are not speaking and ensure your camera remains switched off.
4. If you need to ask a question, then please indicate by using the 'hand up icon', your teacher will see and acknowledge this.
5. Always speak slowly and clearly, use appropriate language as you would be expected to do in a lesson.
6. Remember that your teacher has a timetable to follow too – lessons will last 55 minutes to allow for both you and your teacher to transition between lessons comfortably.
7. If you do not follow the classroom code we will be operating our normal behaviour system and ultimately you will be ejected from the session. All such events will be logged as they are when you are on-site.

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