



Welcome to your remote lesson



Lesson checklist:

- ☐ Have you got all of your lesson equipment available including books, textbooks etc.?
- ☐ Are you dressed appropriately for learning?
- ☐ Is your camera on so that you are visible to your class teacher?
- ☐ Is your microphone on mute (you can unmute this if asked by your teacher)?
- ☐ Are you working in a quiet and suitable working environment (free from distractions)?

Throughout the lesson you should:

- ✓ Complete the work, as set, by your class teacher
- ✓ Ask questions using the chat  function or by raising your hand (virtually) 
- ✓ Interact patiently and respectfully with your teachers and peers
- ✓ Use the Teams software responsibly, any misuse will be reported to PTs and Head of Years

Throughout the lesson you should not:

- ✗ Record any part of the lesson, communication with teachers or any video links
- ✗ Stream videos of yourself
- ✗ Allow non-class members to join the lesson, all other attendance is strictly prohibited
- ✗ Use profanities, intolerant language or disrespectful language
- ✗ Dip in and out of sessions, unless advised by their class teacher
- ✗ Share inappropriate material, or material not related to school work

If you have any questions for your class teacher, after your Teams lesson has ended, you should contact them using your school email account.

If you experience any issues with Teams please contact our IT services: support@sandwellacademy.com