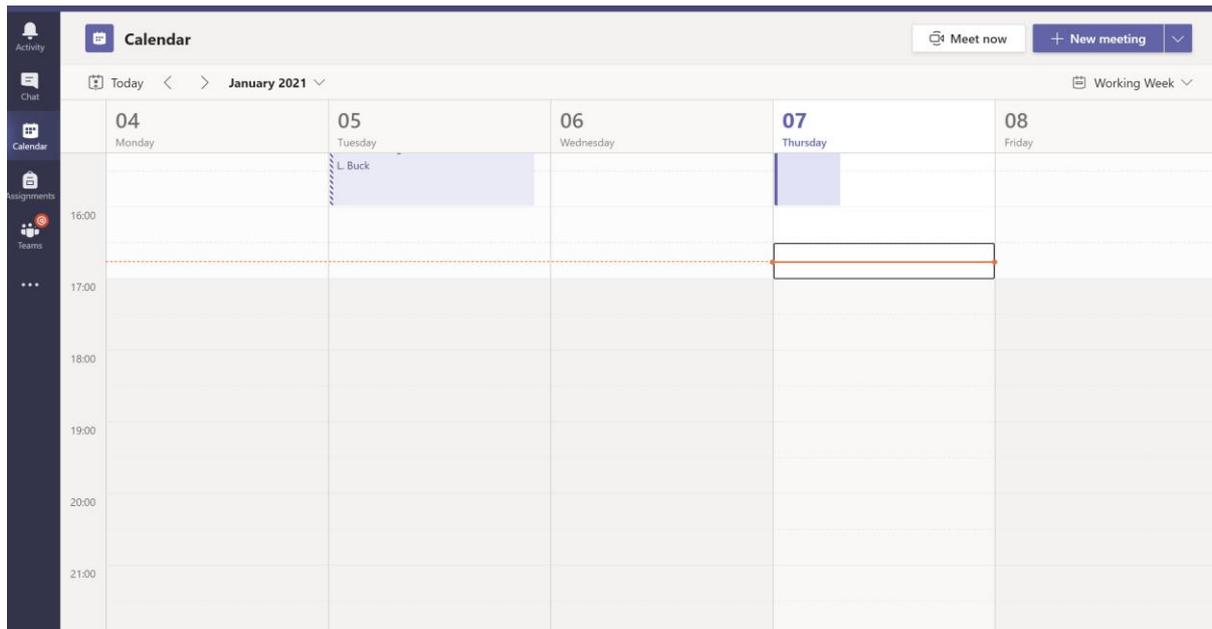


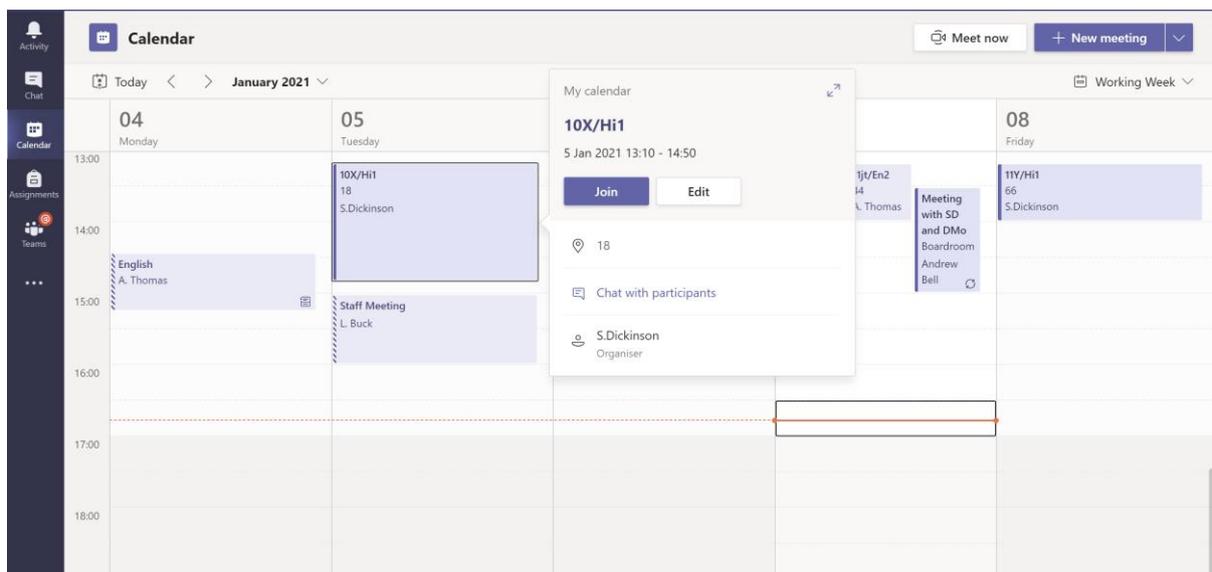
How does my child join the 'live lesson'?

Their teacher will schedule the lesson to appear as a meeting at the correct time. There are different ways to access the meeting, we suggest you use Calendar as this will show all meetings you have been invited to. Note: your layout may be different depending on the device you are using, but you will still have the same menu available.

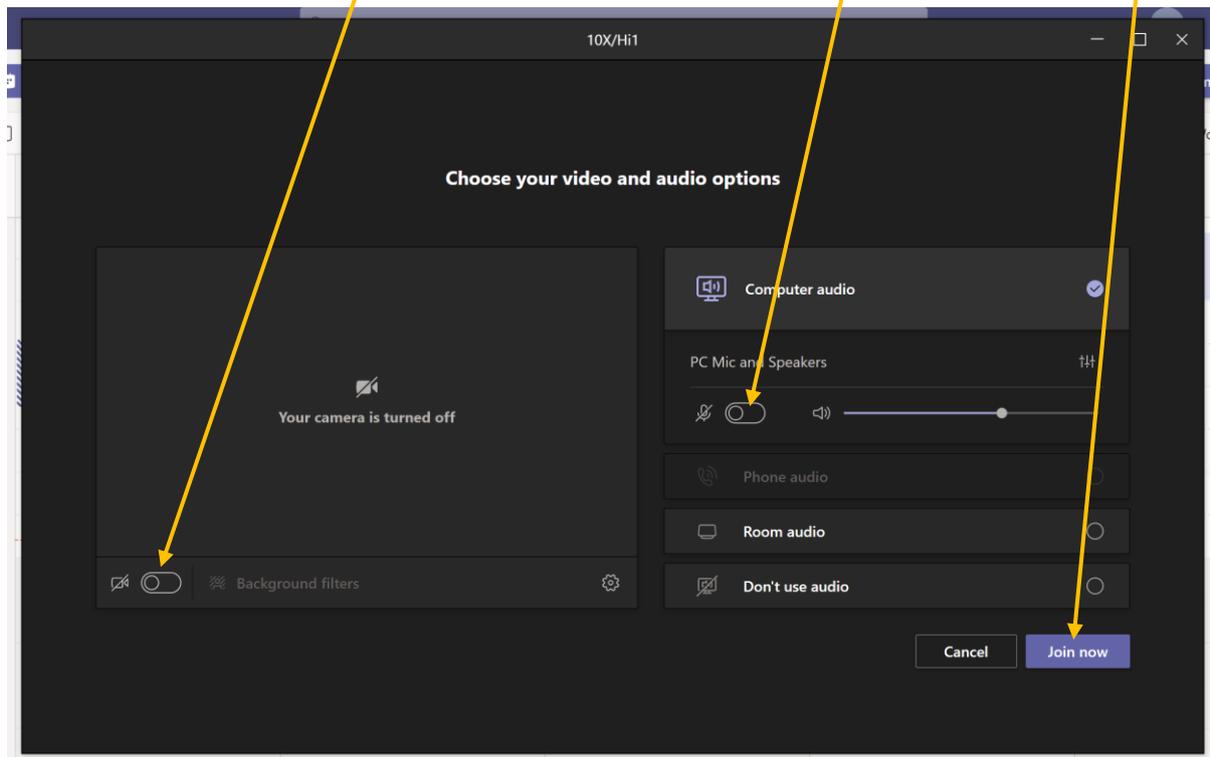
Select 'calendar'. All scheduled meetings will appear here.



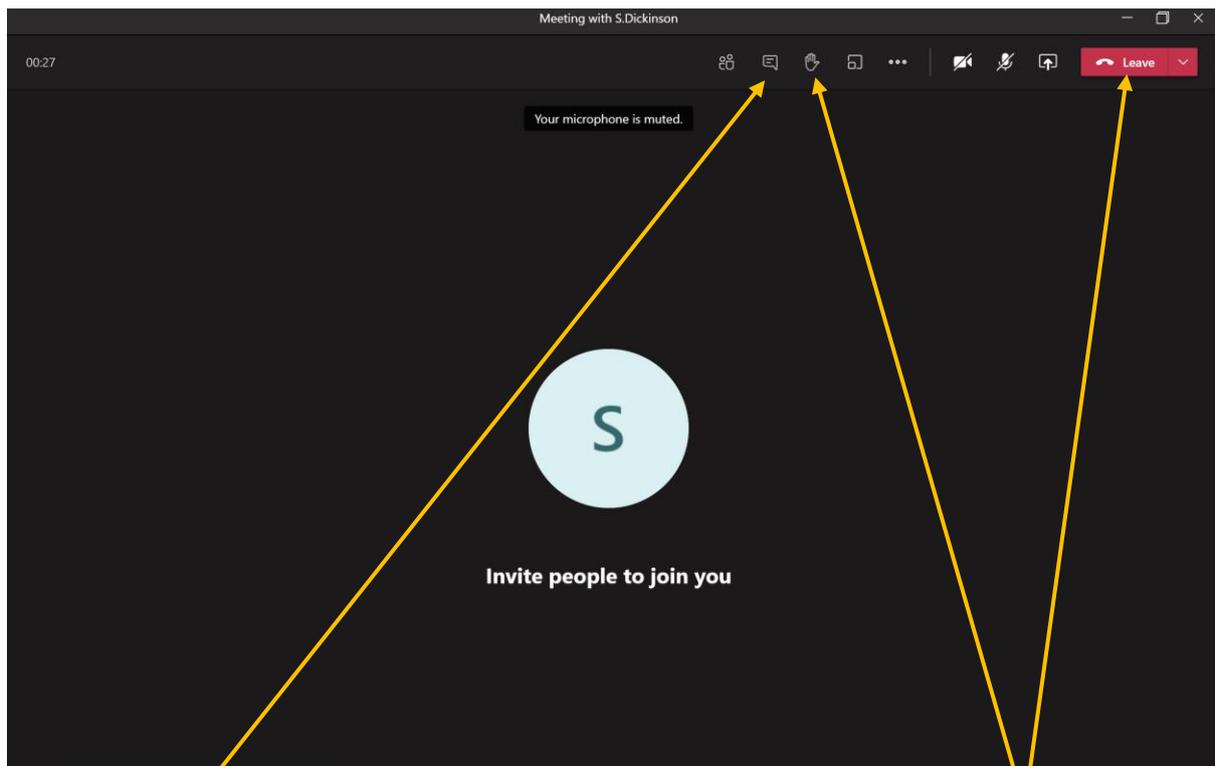
Click here to see the meeting details, or click join to enter the meeting.



Remember to click here to turn off your camera. Click here to turn off your microphone. Then click here to join the meeting.



Your teacher will allow you to enter the meeting when the lesson is ready to begin. Student expectations during 'live lessons' Students are not permitted access to the 'video' facility in live tutorials/lessons: they will be able to see the learning materials the teacher displays but will not be able to use the video facility to be seen themselves; this safeguards both students and staff. Students are permitted to use the 'audio' facility in live lessons to interact with the teacher for example by asking or answering questions but if a student uses this facility to disrupt the learning in any way they will be removed from access to the lesson. Whilst accessing live tutorials/lessons we will continue to have high expectations of our students' behaviour and conduct.



Clicking here will open the chat function and allow students to ask teachers a question. The chat should be kept professional as would any communication during a lesson. If a student has a question in a lesson or wants to contribute to the lesson, they should click this button to raise their hand.

At the end of the lesson, students will need to click 'Leave' in order to exit the lesson.

For the purpose of accountability and making sure that students have access to lessons if they have connectivity issues, each live lesson will be recorded. Should any issues arise, the video can be reviewed. To minimise the possibility of disruption, and to safeguard students and staff, students should only attend their own lessons. This should be individually, without other family members present. Parents should not try to contact teaching staff via Teams. Any contact with school should be made by emailing info@woodham.org.uk and we will put you in contact with the appropriate member of staff.