









WSE Live Remote Lesson and Tutor Time Guidance

RULES OF ENGAGEMENT	
	<p>BE ON TIME</p> <p>Make sure your device is charged and access the link 5-10 minutes before the lesson starts.</p>
	<p>BE PREPARED</p> <p>Make sure you have everything you need for the lesson before it starts.</p>
	<p>PRESENTATION</p> <p>Consider your surroundings at home, find a good space without distractions. Wear appropriate clothing.</p>
	<p>BACKGROUND</p> <p>Blur your background in Microsoft Teams by clicking the three dots in the bottom toolbar and selecting 'blur background' or 'start camera with blurred background' option.</p>
	<p>CONDUCT</p> <p>Please make sure you conduct yourself as you would in a classroom based lesson in school: appropriate use of language and gestures; no phones.</p>
	<p>MUTE YOURSELF</p> <p>Leave your camera on but mute yourself to stop background noise. Be prepared to turn audio on as directed by your teacher to answer questions.</p>
	<p>HAND SIGNALS</p> <p>Thumbs up = Yes Thumbs down = No Hand by ear = Can't hear Raised hand = I have a comment</p>
	<p>CHAT RESPONSIBLY</p> <p>Only type when needed so that your teacher can respond to questions promptly.</p>
	<p>PARTICIPATE</p> <p>Take an active role in the lesson.</p>

- Live lessons and tutor times will be conducted using Microsoft Teams. The **link will be published on Satchel One** (Show my Homework) as usual. No specialist software is required.
- **Live lessons and tutor times will take place at their timetabled time** for that day, e.g. Lesson 2: 9.30am, Afternoon Tutor Time: 12.50
- Registers will be taken at the start; **attendance will be monitored**.
- **Live lessons and tutor times will be recorded** for safeguarding reasons but the recording will not be shared.