

# Trinity High School

## Guidance for students for home learning

### Form Time:

**Year 11:** This will begin at the usual time, please log into Teams to be registered and to receive important notices.

**Year 9:** No live Teams meeting for registration but do log into your form Team for important notices.

**Lessons 1-5:** Know your timetable for the day; your lessons will follow this exact order and times

### Before each lesson

Respond to the e-mail you receive re: Teams lesson to notify your teacher you will be joining.

Have paper and pen ready for notes.

Join the lesson a couple of minutes before it is due to start; your teacher will admit you to the lesson, when they are ready to start.

**Make sure your video is off and your microphone is on mute.**

### During the lesson

Listen and follow all instructions carefully. If you are unsure, and need to ask a question, raise your hand in Teams and your teacher will either unmute you or you can use the chat facility to type your question.

You can '**spotlight**' your teacher, if this helps you to concentrate. You will find this feature in 'Participants' if you click on the three dots.

Teachers will let you know how they want you to respond/make notes, so listen carefully. Contribute by answering questions, where you can, as you normally would.

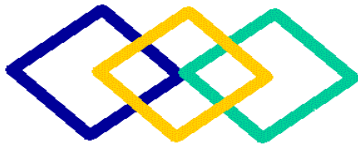
### After the lesson

Upload any work you have completed, as instructed by your teacher.

Leave the meeting, as instructed by your teacher, and get ready for your next lesson.

### Staff absence

Unfortunately, some staff are also having to isolate, during this time. They will NOT be teaching live lessons. Therefore, if you do not receive an invite to a Live Teams Lesson, log into Teams and find the work that has been set by your teacher. Your teacher will be available on TEAMS during the timetabled hour, if they are well.



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## Paper resources

If your parent/guardian has requested paper copies of resources for you, we will send these out to you as soon as possible.

## Student Protocols

- Have your timetable to hand – your day will follow the same format.
- Please ensure you are in suitable learning environment at home
- Please have learning resources to hand (paper and pen).
- At the start of the session your **microphone must be muted and your camera must be turned off.**
- Be on time for your lesson – enter the ‘Lobby’ area 3 minutes before the lesson is due to start.
- All sessions are recorded and will be uploaded to Teams, for later use.
- You must use the ‘raise your hand’ feature to gain attention.
- Use the chat feature to ask and answer questions.
- Any misuse of chat feature will result in your removal from the lesson and further escalation by your Head of Year.
- Only ask questions which are relevant to the learning. Other questions should be directed to your HOY.
- Your attendance will be recorded for each lesson and monitored across the time period, by your HOY.
- Complete all work set and upload to Teams as instructed.