

Protocols for Live Lessons using TEAMS

DFE guidance on remote education

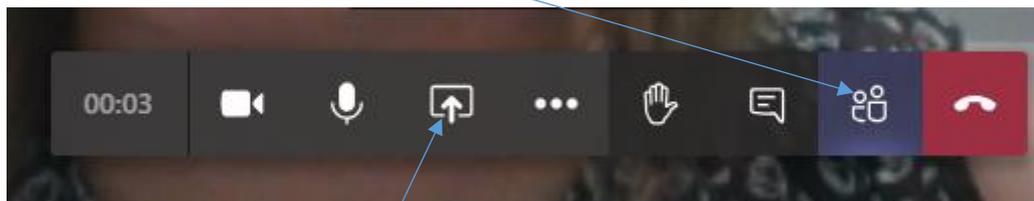
Where a class, group or small number of pupils need to self-isolate, or there is a local/national lockdown requiring pupils to remain at home, we expect schools to have the capacity to offer immediate remote education (see further guidance in the School Contingency Plan regarding expectations for the percentage of live lessons for students)

Before the lesson

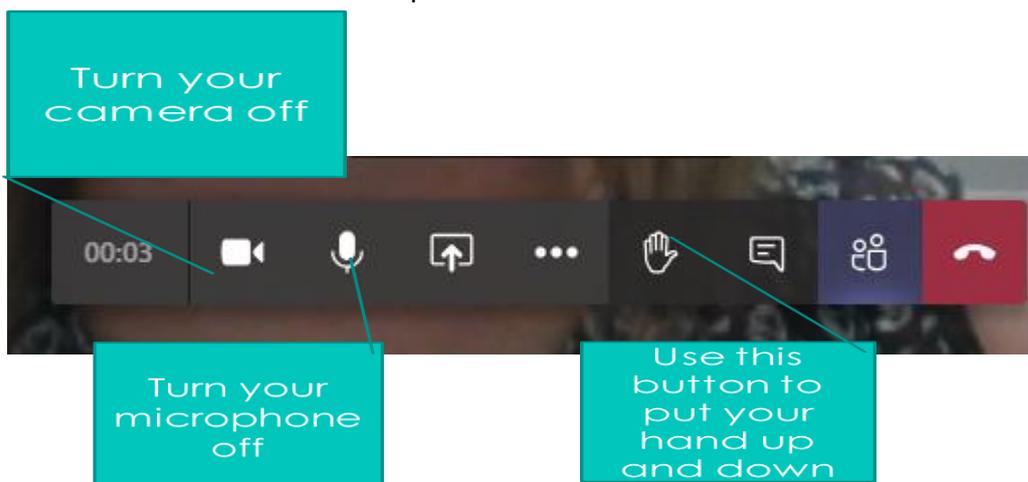
- Staff should invite students to the live part of the lesson on TEAMS **at the normal timetabled slot** through Firefly or through the email system (see instructions on Firefly in the Staff CPD session for both methods)
- Staff should not re-arrange TEAMS lessons to suit staff convenience– they should happen during the normal timetabled slot

During the lesson

- Take a register as per usual on BROMCOM-don't share your screen when you are doing this. Students should have their microphones on to answer their name. Please close the register once it is completed
- Discretion should be employed if students are late to the lesson as they may have difficulty getting on
- You can click on **show participants** on the task bar and a green circle will appear around student initials if they are making noise during the register if they have their cameras off



- The live TEAMS lesson can begin with a teacher explanation for new content, recap on previous work, retrieval task, whole class feedback on a particular task- this may only last 15-20 minutes or can be longer depending on how much explanation is needed
- Students should then be set work to do and its location on Firefly can be shared by staff by sharing their screen using the **Open Share Tray** button on the task bar
- If some students need to stay on for a further explanation other students can be asked to leave the call and carry on working independently by completing the tasks set on Firefly
- Students should turn their cameras off whilst in the live lesson unless instructed by staff to turn the camera on- staff should employ discretion regarding this as it can be hard to see who is making noise if the cameras are off
- All students must mute their microphone and leave it muted until the teacher asks for them to unmute



- If students have questions during the live teacher explanation they can use the hands up function accessed via the buttons in the middle of the screen
- Remind them to put their hand down once the question has been answered
- Once the live part of the lesson is finished an independent task for students should be set by directing students to resources on Firefly
- You can share your screen and show them on Firefly where the task is and what they need to do using the Open Tray Share button on the task bar
- Staff can turn off their camera/microphone and be available via the chat button if students have questions whilst they are working independently
- Staff can cover the camera with a bit of tape when not in use
- Staff should not have anything opened on their desktop for example emails/BROMCOM during the live part of the lesson

End of the lesson/Plenary

- Students can be asked to come back to the lesson for a plenary to consolidate any new learning for the last 5 mins
- Staff should explain if the next lesson will be live or if students will be working independently via Firefly
- Staff should let students know when the next live lesson will be and ask them to make a note in their planners
- Staff should then invite students to the next live lesson in the usual way