

# Temple Learning Academy

## TEAMS Live Lessons

### Protocol



All staff at Temple Learning Academy are missing students and are excited to teach live lessons soon. To make our lessons enjoyable and safe, we all have to follow some rules.

All teachers will:

- make sure that all students understand the rules for live lessons.
- send messages on Class Charts to remind students when live lessons will start.
- start lessons on time and when there are at least 3 students.
- only allow students who are using Temple Learning Academy login details to join the lessons (no 'guests' allowed).
- make sure that students follow the academy rules and classroom expectations.
- check the classroom chat to make sure that students are sending only polite and respectful messages.
- ask questions and set tasks to make sure students are working hard.
- answer the questions about the lessons.
- make sure that everyone is safe.
- reward pupils for hard work in live lessons.
- Record all lessons for safeguarding purposes.

All students will:

- sit in a room that is quiet and comfortable (not in the bed).
- wear appropriate clothes (not pyjamas).
- join lessons on time, ready to learn.
- join the lessons using **only** the TLA login details.
- always follow teachers' instructions, the first time of asking.
- work very hard and try their best.
- be polite, respectful, and kind to staff and other students.
- have cameras and microphones off (all the time).
- follow the academy classroom expectations.
- only use the microphone when the teacher asks.
- use the chat function to communicate only with the teacher.
- only use the chat function to send messages that are polite, respectful and appropriate.
- not share or access inappropriate material.
- Not share their login details (emails and passwords) with anyone else.

