Manor Academy – Electronic Home Learning Guidance

Teachers at the Manor Academy are very pleased to be able to offer remote learning for children using Microsoft Teams to deliver lessons. We are very keen to make electronic learning as effective as possible in order to provide the best possible education to our students, whilst ensuring the safety of the Manor Community.

In order to make these lessons effective, it is important that the following rules and guidance are followed to safeguard all participants during remote learning lessons:

In preparation for lessons:

1. Identify a quiet learning space where the lesson can take place – **this must not be in a student's bedroom.**
2. An adult should be present with the student in the room.
3. Please try to avoid other children and adults entering the room during the session as it may distract your child from their learning.
4. Students should have a pen and paper ready to write on during the session.

Owing to the nature of Teams working, lessons will be slightly less interactive than usual. Teachers will give input to students for the majority of the session length. Some questions will be asked during the session, with students being mentioned by name to answer, but this will be limited as due to delay on the Teams platform, this can become difficult to follow.

Students should follow these guidelines during the session:

1. Your camera should be **off** at all times.
2. Your microphone should be switched to mute at all times, unless answering a question when named to do so by the class teacher.
3. You must not open any other computer applications or internet pages during the course of a lesson.
4. Do not use your phone during the session – unless using it for the Teams lesson.
5. Do not record the session on any of your devices. The session will be recorded by the teacher and then sent to you.
6. The school ICT code of conduct applies at all times.
7. The school's behaviour and conduct policies apply at all times during the sessions.
8. Engage with activities as requested by the teacher.
9. If you wish to ask a question – type it into the chat box.
10. Return all completed work to the teacher by the deadline given via email.

Finally, make sure you try your best. We are all finding this situation hard, but we all want the best for you – let's make electronic learning safe so that you don't miss out on your education and so that we can keep you all safe.