



Live Lesson Expectations

The teachers at Ormiston Forge Academy are excited to be welcoming their students to live lessons this week. Here are some guidelines to help make the lessons successful:

- All sessions will be recorded to safeguard students and staff. These recordings will be securely stored and will not be used for any other purpose. Recordings will be deleted after one month.
- Students should not log on to the session until their allocated start time.
- To ensure everyone can hear the teacher all students will be muted during the lesson. To ask the teacher a question please type it in the chat facility that can be accessed from the toolbar at the bottom of the screen.
- We will try to use lesson structure as much as we possibly can; therefore, students will need a pen and some paper/exercise book to complete their work. For English, maths and science students will also need their work pack to aid their learning.
- Students can also ask a question by raising their hand (using the online function) when they want to speak.
- Students will be able to share their work with the teacher verbally, via the screen and via email to gain frequent feedback.
- Students should treat each other and the teacher respectfully at all times.
- Students need to have their live lesson in an 'open family space' and that they should keep the camera disabled unless they are in a room with an adult