



Executive Headteacher: Mrs L. A. Gwinnett

Seminar Session

These sessions are for the student group and the member(s) of school staff.

We are available at school if parents wish to contact us via

enquiries@burscoughprioryacademy.org

Students: How Should I Behave Online During a 'Live' Session?

As part of our remote provision, teachers and school staff will invite you to take part in a 'live' feedback seminar session online.

On ClassCharts, it will say, for example, 'Maths Seminar' and with this notification there will be a meeting access code and you will need this code to 'enter' the session.

To join the session, you need to:

1. log on to your Google Drive
2. go into the Google Meet
3. enter the code for the session

Session attendance is compulsory and for this lesson, there will be no further remote learning work on ClassCharts.

When you take part in a 'live' session, you must conduct yourselves appropriately at all times, in the same way you would be expected to in school.

When taking part in an online session I agree to:

- conduct myself appropriately and follow my instructions from the member of school staff, in the same way I would in school
- consent to the meeting being recorded by school, for everyone's safety
- leave my camera switched on and facing me so that the school staff can communicate with me
- dress appropriately for the meeting
- take part in the meeting in a public part of the house
- join the meeting and mute my microphone to start the session
- use the hand function to ask a question or provide a response
- mute or unmute my microphone if asked by the teacher to so that I can communicate during the session
- use polite, professional and appropriate language in the accompanying google chat or when I talk in the session
- never share my screen unless directed to by the school staff
- never display an inappropriate or offensive profile picture
- leave the session when asked to by my teacher

