



**Sheffield Park Academy**

The best in everyone™

Part of United Learning

From Monday 29<sup>th</sup> June we will be offering 'live lessons' to all pupils in Years 7 to 10

These lessons take place on 'Teams' and are accessed via a computer, ipad or smartphone from home. The lessons happen in real time and are an opportunity for your child to interact with their teacher in an online lesson.

For Y10 there will be a lesson each day at 2pm.

Day	Subject
Monday	English
Tuesday	French
Wednesday	Maths
Thursday	History/Geography
Friday	Science

For year 7, 8 and 9 there will be one lesson per week at 2pm

Day	Year group
Monday	Y7
Tuesday	Y8
Wednesday	Y9

Your child should log on to Teams a few minutes before 2pm on the correct day. They will see a Team for their lesson. At 2pm the teacher will 'call' them through the Team and when they answer they will enter the lesson.

There is a short video presentation on the website which explains in more detail what to do  
Below is the Code of Conduct which we expect all pupils to follow during the live lessons

If you have any questions please ask your child's Form Tutor

# Code of Conduct - Live Learning

## To be read in conjunction with the IT Acceptable Use Policy

Pupils must always adhere to the school behaviour expectations and the IT Acceptable use Policy. In addition, during live Teams lessons they should follow these expectations:

### Attendance - Pupils must:

- attend the live lesson promptly as per given timetable. The teacher will issue a 'meet now' just before the meeting time.

### Behaviour - Pupils must maintain the high expectations of Sheffield Park Academy by:

- Only taking part in the meeting at the appropriate time bearing in mind all actions on Microsoft Teams is monitored
- Only take part in lessons for subjects/form group that you are invited to.
- NOT engage in any spoken or written language that could be deemed inappropriate or offensive when asking questions either verbally or through the discussion function
- Requesting clarification, asking questions using the hands up function and await their turn to respond. When answered lower the hand function
- Be respectful of all those involved in the lesson

### Disciplinary Procedure

- Any pupil not behaving in accordance with the expectations as stated above will be given a warning of removal from the live lesson by the class teacher.
- If the warning is not adhered to the pupil will be removed from the lesson.
- Any pupil not behaving in accordance with the expectations as stated above on more than one occasion will be referred to the behaviour team and parents will be contacted.
- If, after the above escalation's have been enforced and unacceptable behaviour continues the pupil will be removed from Live Teaching indefinitely.