



St Anne's
Live Lesson Guidance
(Appendix A)



Please make sure you consider the following when deciding to teach via a live lesson.

- Locate yourself in a position, which will minimise risk of disruption from others in your home (or at school) and not from any room that could be considered a bedroom.
- Check your background before any live lesson, which involves the use of your camera, and ensure there are no personal items on display e.g. family photographs.
- You should be suitably dressed (smart casual).
- Only use school devices for communicating with pupils.
- Teacher standards still apply.
- Use appropriate language throughout the lesson.
- Prepare ahead of time so that you do not need to leave the screen once your lesson has started. Minimise multitasking during the lesson since students will be focusing on your behaviour.
- Check your equipment is working and that you know how to use it – test your camera angles, lighting, microphone and speakers.
- Prior to the lesson know how to:
 - resolve common technical issues ie pupils not able to hear/share screen
 - how to raise concerns or manage poor behaviour
 - block individuals or remove them from a meeting
- Ensure links for lessons are shared only with those who should attend.
- Encourage your pupils, where at all possible, to be located in a common space in their house within earshot of parents/a responsible adult.
- Set clear classroom expectations in your digital classroom but remember school policies still apply.
- If there are any issues, escalate to your HoD in the first instance. Remember you are in control of your classroom and can decide to remove pupils if necessary.