

## Live Tutor Time Student Guidelines and Procedures

### Safeguarding:

- All students must be dressed in suitable clothing (for example no pyjamas)
- Join the live feed in a communal area and not a bedroom.
- To have their camera turned on during the tutor time.
- Be polite and listen to others.
- Use appropriate classroom language

### Procedures:

- At the start of the day students should check in Google classroom for their invite link and their allotted day to attend live tutor time.
- If they cannot find or access their tutor time they contact their tutor via their school email.
- Students should access their meeting invite and link through their own personal Google classroom tutor folder.
- Students should make sure their laptop or tablet is fully charged at the start of the session.
- Students should be logged in and ready at 10.50am on their allotted day for a prompt 10.55am start.
- Students should bring evidence of their work and their learning logs that they have completed for each subject. This may be discussed during the tutor time.
- During the tutor time student should have their microphone on mute unless they have been asked a question.
- Students can use the live session to raise any difficulties or concerns that they may have.
- If students would like a confidential conversation with their tutor they should arrange for their tutor to ring their parent/carer's contact number to arrange.
- Students should leave the meeting when instructed by their form tutor.
- Students will receive a new invite link each week and they will need to check their Google classroom folder at the start of each day.