

# Live Tutor Time Sessions

Using Microsoft Teams

# How to join a live tutor time session

- Rather than just having a weekly email from your tutor, you will now be having some live tutor time sessions
- Your tutor will email you, on your school email account, with an invitation to join a MS Teams tutor time session, on a particular day, at a particular time
- Accept the invitation and click on the link to join, when the time for the session arrives, and your tutor will let you into the session when they see a few of you waiting in the lobby
- You should be joining the session on your own, without any of your family being with you
- It should be just like tutor time in school, but you will be sitting at home
- You will need to **turn off your camera and microphone** when you arrive in the “room”
- If you'd like to speak, click on the “raise hand” icon and your tutor will unmute you, so you can talk
- You can also use the “message” icon, to write your question for your tutor to answer

# What will happen during the session

- We hope that you will be able to hear and even see your tutor, talking to you about your remote learning
- They will be able to help you get organised, and sort out any concerns you have
- They will be able to help you plan for upcoming events – such as college applications for Year 11, or option choices for Year 9
- If you need to follow up something with your tutor separately, you can arrange another time to talk
- It will also be lovely to hear what you have been getting up to in lockdown
- Your tutor may share some fun activities with you, if there is time