

### How do I access my learning from home?

All of your learning will be set on Microsoft Teams. Using your college username and password, log into Microsoft Teams at [office.tmet.org.uk](https://office.tmet.org.uk). Full login instructions can be found in the Remote Learning section of the [College website](#) including troubleshooting tips.

### Do I follow a timetable?

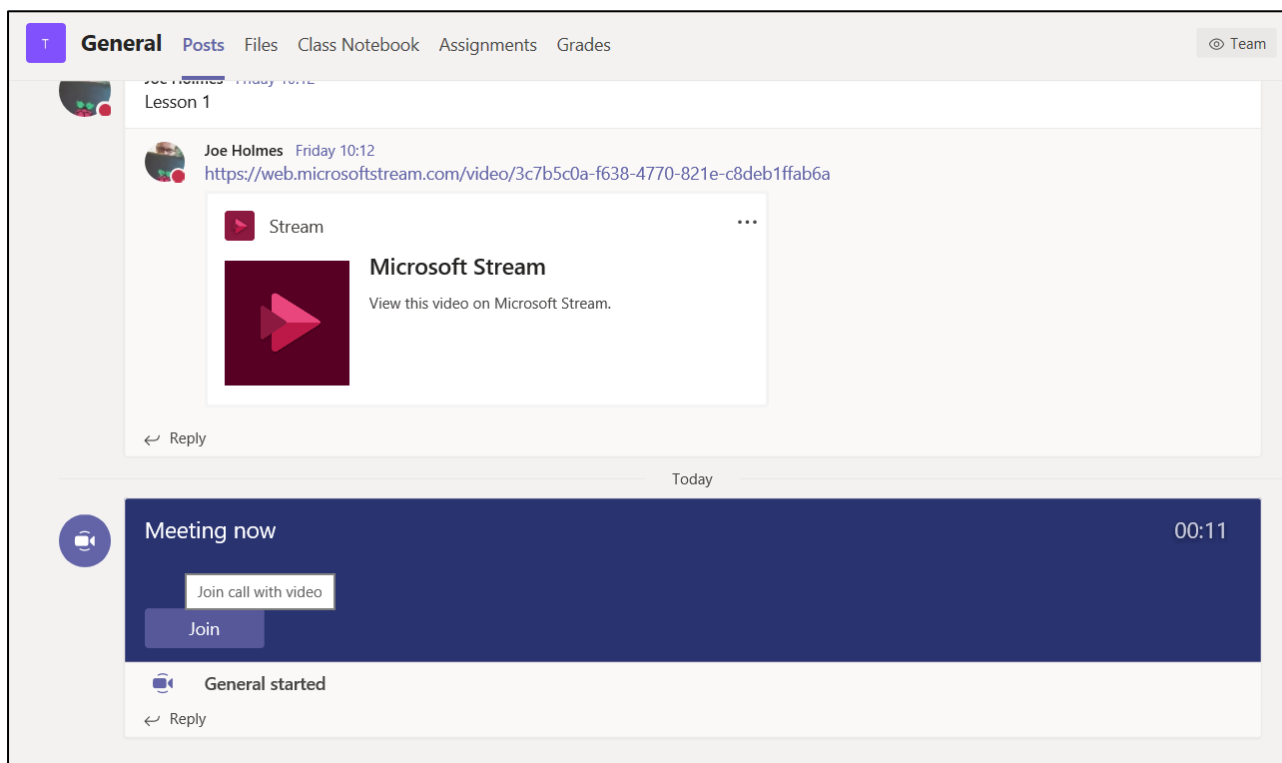
During the closure, please follow your normal school timetable. You are expected to attend tutor time and all of your lessons:

Tutor Time	8:30-8:50
Lesson 1	8:50 – 10:30
Break	10:30 – 10:55
Lesson 2	10:55 – 12.35
Lunch	12:35 – 13:05
Lesson 3	13:05 – 14:45

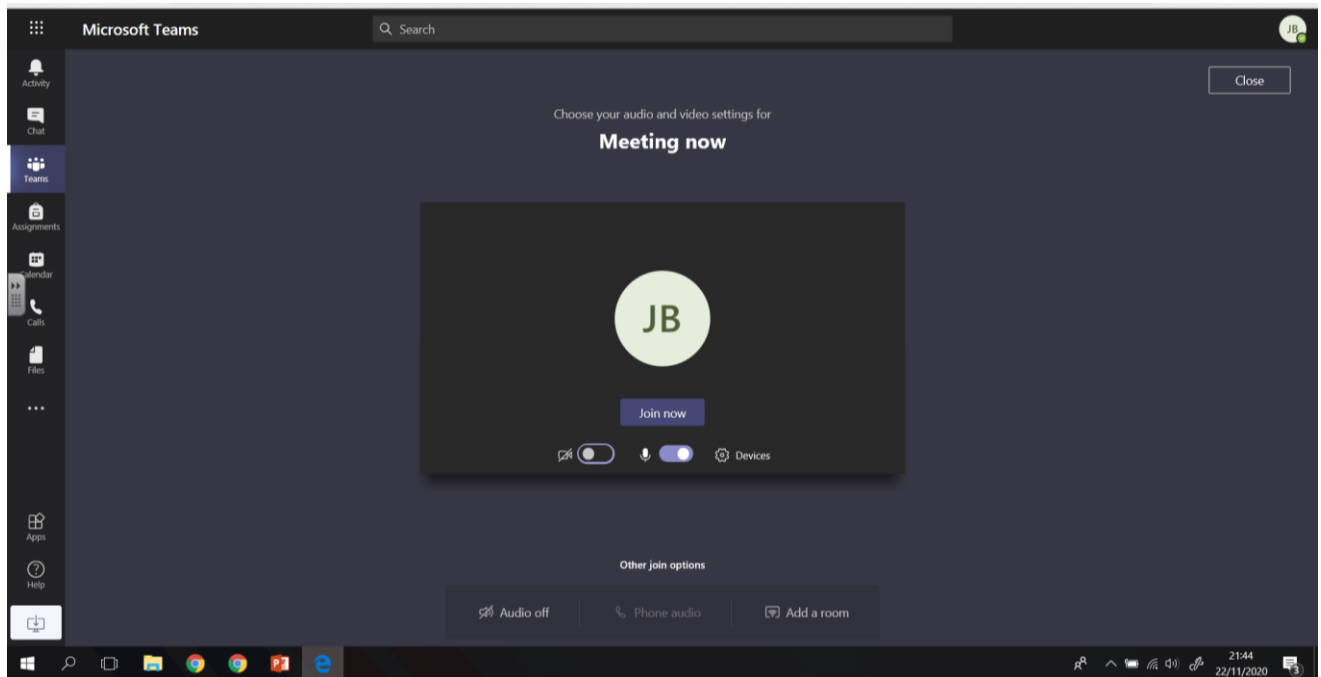
### What do I do at the start of tutor time and each lesson?

For tutor time, please head to your new tutor group team, for example 'WVC 11.5 Tutor Group'. For each of your lessons, head to your subject team that teachers have already created.

At the start of tutor time or a lesson, your Teacher will be waiting in a meeting for you to join. Your screen will look something like the one below.



After you click Join, you will see the following window.



Please turn the camera button to off. Your Teacher will let you in the meeting and from this point, you will be able to hear your Teacher.

### What next?

Once you have joined a meeting, your Teacher will take a register and explain what you will be learning and what you need to do.

If your Teacher is absent, you will not find a meeting to join and you are likely to find a Teams assignment for you to work on.