Tarbiyyah Global Academy
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LIVE LESSON PROTOCOLS

How live online lessons are run safely, calmly and well

ACADEMIC YEAR 2026 – 2027

Policy name	Live Lesson Protocols 2026–2027
Applies to	All pupils, parents, staff, trustees and volunteers of Tarbiyyah Global Academy
Policy owner	Deputy Headteacher (Teaching and Learning)
Approved by	Ustadh Abu Zayn Haneef Sandhar, Headteacher
Agreed with	The Chair of Trustees, Tarbiyyah Education Trust
Date of issue	1 September 2026 (version 1.3)
Next review due by	31 August 2027
Basis	New policy for online provision
Read alongside	Behaviour and Online Conduct Policy; Online Safety and Acceptable Use Policy; Recording of Live Lessons and Use of Images Policy
Availability	Published on the Academy website and Parent Portal. Available in large print or another accessible format on request.

CONTENTS

1. Purpose
2. The Academy Day
3. Before the Lesson
4. During the Lesson
5. Ending the Lesson
6. One-to-One and Small-Group Sessions
7. Safeguarding in Live Lessons
8. Parents and Live Lessons
9. Quality Assurance
10. Monitoring and Review

1. Purpose

Live lessons are the heart of Tarbiyyah Global Academy. These protocols set out the shared routines that make every virtual classroom feel like a well-ordered school: pupils know what is expected, teachers teach consistently, and everyone is safe. They apply to every live lesson, assembly, form time, intervention group, club and parents' meeting held on Academy platforms.

2. The Academy Day

Item	Standard
Live teaching hours	09:00–15:00 UK time, Monday to Thursday, and 09:00–12:00 on Fridays (the afternoon is free for Jumu'ah), unless a family has an agreed Flexible Learning arrangement. Times are UK time; from 28 March 2027 UK time moves one hour forward
Registration	Taken in the first five minutes of every lesson
Lesson length	Years 1–2: 30 minutes · Years 3–6: 45 minutes · Years 7–11: 50 minutes
Screen breaks	A ten-minute movement break between consecutive live lessons, and a one-hour lunch and Dhuhr break
Prayer	The lunch break is placed around Dhuhr. From November to February, when Asr falls within the UK school day, the break before the final lesson is extended to 15 minutes so pupils can pray Asr. Pupils in other time zones may leave a lesson briefly to pray on time, after letting the teacher know in the chat
Platform	The Academy's live-lesson platform (currently Microsoft Teams), joined from the Student Portal

Model day (Years 7–11, UK time)

The model day below is an example only and is subject to change. Each pupil's own timetable, published in the Student Portal, is the one to follow.

Time	Session
09:00–09:10	Form time: tutor check-in and wellbeing (the lesson register is taken in each lesson)
09:10–10:00	Lesson 1
10:00–10:10	Movement break
10:10–11:00	Lesson 2
11:00–11:10	Movement break
11:10–12:00	Lesson 3 (on Fridays the live day ends here)
12:00–13:00	Lunch and Dhuhr
13:00–13:50	Lesson 4
13:50–14:00	Movement break (extended for Asr, November–February)
14:00–14:50	Lesson 5
14:50–15:00	End of day, independent work set

Primary pupils follow a shorter live timetable with more offline activity: Years 1–2 about 1.5 hours of live sessions a day, and Years 3–6 about 3 hours, with learning at home between sessions.

3. Before the Lesson

Teachers

- Open the meeting at least five minutes early; check that the lobby is enabled and that pupil presenter rights are off.
- Start the recording as soon as the first pupil is admitted.
- Have the lesson resources, Student Portal pages and any assignment ready to share.
- Teach from a quiet, professional setting with a plain or blurred background.

Pupils

- Join from a desk or table in a quiet, well-lit space — never from a bed or a room shared with adults who are not supporting them.
- Be dressed in the Academy's modest dress standard: clean, tidy clothing appropriate for a school day.
- Have books, stationery, headphones and a charged device ready, with the day's worksheets and lesson PDF open on a tablet with a stylus or printed out.
- Log in two minutes before the start time.

4. During the Lesson

Routine	Expectation
Camera	On for the whole lesson unless the teacher agrees otherwise, for example for a medical reason, a connection problem, or where agreed as a reasonable adjustment
Microphone	Muted unless invited to speak; unmute when called upon
Contributions	Use "raise hand" or the lesson chat; chat is for learning only
Breakout rooms	Only used where the teacher can visit every room; pupils follow the same standards as the main lesson
Other apps and tabs	Closed, unless the teacher has directed their use
Phones	Out of reach and silent, unless required for the task
Leaving the lesson	Only with permission, for example for the toilet or prayer, using the chat to let the teacher know
Technical problems	Try rejoining once; if unsuccessful, message the form tutor through the Student Portal and complete the lesson's assignment in the Student Portal

Teachers use calm, private correction first, following the Behaviour and Online Conduct Policy. Pupils are never shamed in front of peers.

5. Ending the Lesson

- The teacher ends the meeting for everyone, so that no pupil remains in an unsupervised meeting.
- The recording stops automatically when the meeting ends; the teacher checks it has saved.

- Homework or follow-up tasks are set on the Student Portal before the end of the day.

6. One-to-One and Small-Group Sessions

One-to-one sessions (for example tutoring, SEND support, mentoring or pastoral check-ins) are only held:

- when scheduled through the Academy calendar and visible to the relevant line manager;
- with the parent informed in advance;
- with the session recorded, unless the DSL has authorised otherwise for a specific safeguarding reason, which is itself recorded;
- using Academy accounts and platforms only. Staff never meet pupils one-to-one on personal accounts, by phone, or on any unrecorded platform.

7. Safeguarding in Live Lessons

If a teacher sees or hears anything that raises a concern, they follow the Online Safeguarding Quick Guide in the Child Protection and Safeguarding Policy. If an unknown person joins, the teacher removes them, locks the meeting and reports it to the DSL and Digital Lead. If inappropriate content is shared, the teacher stops the share, removes the participant and reports immediately.

8. Parents and Live Lessons

Parents are welcome to support younger children with setting up, but are asked not to appear on camera, speak in lessons or message teachers during the lesson. Concerns are raised afterwards through the channels in the Parent Communication Charter. Parents must not record lessons.

9. Quality Assurance

Senior leaders drop in to live lessons regularly, as they would walk through a physical school. Drop-ins are supportive and focus on the quality of teaching, engagement and safety. Recordings may be reviewed for quality assurance as set out in the Recording of Live Lessons and Use of Images Policy.

10. Monitoring and Review

These protocols are reviewed annually by the Deputy Headteacher with pupil, parent and staff feedback, and approved by the Headteacher.

Approved by: Ustadh Abu Zayn Haneef Sandhar, Headteacher · Next review due: 31 August 2027 · Tarbiyyah Global Academy · A specialist education, rooted in faith