



## Skype the Supreme Court: FAQs

### What equipment/technology do we need?

- Laptop or computer with a webcam and good quality speakers.
- Reliable internet or wi-fi connection.
- Projector or TV screen (this will enable the entire group to have a better view of the session).
- Skype account and up-to-date version of the application.

### How should we set up the room?

You may want to arrange the room so that everyone is sitting facing the direction of the screen (computer/projector), and place a chair in front, for the person asking a question. This will allow the Justice to see everyone clearly.

Please consider the following when planning:

- How many people will be attending and where they will be positioned?
- The number of people who will be asking questions.
- Positioning the webcam so that people asking questions can be seen by the Justice.
- Making sure that everyone can see the screen and hear the session clearly.
- Lighting – is there enough natural or ambient lighting to illuminate the room, will sunlight shine on the screen or in people's eyes, etc?
- Background noise – can outside sounds be minimised?
- Is it likely that there will be any interruptions, such as people entering the room unexpectedly or planned fire drills?

### What steps do we need to take before the session, to make sure we are prepared?

Once your application has been approved:

- Send a contact request through to the UK Supreme Court's Skype account (given to you upon booking). When sending the contact request, you must clearly state your school name and the time and date of your session.
- Ensure that you have all the equipment required for the session.
- Make sure that you are online and available to receive the Skype call at the specified date and time of your test calls and session.
- Ensure that your students have prepared plenty of questions in advance. During a 30-minute session Justices can usually respond to between 10 and 15 questions.
- Plan the order in which your students will put their questions to the Justice.

### **How many people can take part?**

We normally ask for a minimum of 10 students and a maximum of 60 students to be present.

### **Can we invite members of the press to session?**

To ensure that we maximise the time that students have speaking to a Justice, without any distractions, we kindly ask that you do not arrange and media coverage or invite journalists to the session.

You are welcome to invite coverage after the session, sharing details with members of the press or public.

### **Can we film the session or take photographs?**

Skype sessions are a private discussion between a Justice, students and their teachers. As such, we ask that they are not recorded by filming or photographing throughout.

Should you wish to take a photo, as a record of the session or to share via social media/your website/with the press afterwards, this may be requested in advance.

Requests will be considered on a case by case basis and are at the Court's discretion.

If permission is given, a photo opportunity may be scheduled at the end of the session and within the 30-minute slot allocated to your school.

### **How should students address the Justice?**

Prior to your session, an Education Officer will be in touch to let you know which UK Supreme Court Justice you will be speaking to. You should refer to a Justice as Lord or Lady followed by their name. For example, "Lady Hale" or "Lord Kerr".

### **How will the session work?**

At the beginning of your session the Justice will introduce themselves and give a very short introduction, before inviting the first person to come forward with their question.

We recommend that each student should come to the laptop/computer in turn and ask their question and then remain there while the Justice answers so they can engage directly, while still being visible to the other students via the TV screen/projector.

### **What happens if we have internet issues on the day?**

If there are any issues with internet connectivity on the day, the Supreme Court will reschedule your session.

**If you have any other questions, do get in touch:**

[enquiries@supremecourt.uk](mailto:enquiries@supremecourt.uk) | 0207 960 1900.