



## **Ask a Justice: General Terms and Conditions**

1. The Supreme Court offers online sessions between the months of January - May. These events are free of charge. The purpose of these sessions is for students to have an informal discussion with justices about their career and their experiences. It must not be used or relied upon for legal or formal advice.
2. Online sessions are available for students in the following year groups:
  - Years 11-13 in England and Wales
  - Years 12-14 in Northern Ireland
  - S5 and S6 students in Scotland
3. Online sessions are a private discussion between a justice, students and their teachers. They must not be recorded or broadcast.
4. Permission to take a photograph at the end of the session may be requested in advance. Requests will be considered on a case by case basis and is at the court's discretion.
5. If the Supreme Court would like to take photos of an online session, permissions will be sought from the school in advance.
6. Educational institutions must complete an application form to be considered for a session. Please note that only one application per school will be accepted. Applications from individual students will not be considered.
7. Priority will be given to applications from educational institutions who have not visited the Supreme Court before and those located at a considerable distance from the London area (Scotland, Northern Ireland, Wales and Yorkshire, North East, North West, and South West England).
8. Sessions provide students with the opportunity to speak to a justice and gain an insight into law and the workings of the Supreme Court. Applications will be accepted on behalf of students studying all subject disciplines.
9. The Supreme Court receives a high number of requests for online sessions. If you are in any doubt that you will be able to commit to a session, please do not submit an application form. Cancelling at short notice may affect your chance of securing a place in future.

### **In advance of the session**

10. If you have been successful in securing a session, you will be contacted and asked to provide a selection of at least 6 dates between January and April. A justice will then select a date which suits their schedule. If none of these times are suitable, the Education Team will work with you to try and find a mutually convenient time. Please note that the justices' availability is limited due to the court sittings.
11. Schools are responsible for organising their own equipment and must ensure that they have everything in working order prior to the session taking place.
12. The Supreme Court will schedule a time to carry out a test call, **at least one week** prior to the event taking place and half an hour on the day of your session, before the video conference. All participating schools must ensure that they are available to take part in both tests, to ensure smooth running of the session and adhere to the technical requirements set out below. If schools are unavailable for either a test session or fail to use the correct equipment, the Supreme Court reserves the rights to cancel the event.
13. To ensure students gain maximum benefit we ask that each student prepare their **ten** questions in advance of the session. We will request to see a list of questions in advance of the session. A school can also request to submit questions in advance.(moved from on the day section)
14. Premises must be identified that have excellent **internet access**, and good video conferencing provision, which can enable video calls.
15. Internet connection must be **via ethernet**, not wifi.
16. A **camera** within a laptop is not suitable. A separate camera must be used.
17. A microphone within a laptop must be tested and confirmed that the quality of sound is of a required standard to hold the session.
18. Testing must be done in the actual room that will be used for the session and **using the same equipment that will be used for the session**. If it appears that different equipment is used on the day of the session compared to the IT test, the Supreme Court reserves the rights to cancel the session.
19. Each online session requires 10 students with a question each, with a maximum of 35 students in the room when the session is taking place. These parameters are recommended to optimise student engagement during the session.
20. A teacher must be present in the room for the duration of the online session.

21. The school is expected to inform the Supreme Court of the final number of students participating, at least one month in advance of the event.

### **On the day**

22. The school is required to make a test call with the Supreme Court on the morning of the event. The time will be scheduled and agreed in advance and will usually be **30 minutes** before the session is due to begin.

23. Students must be in the classroom 30 minutes before the session is due to begin, in the order of the questions. The Education Team will then run through some rules with the students in preparation for the session.

24. In the unfortunate event that the court cannot deliver the session, or there are issues with connectivity, your school will be contacted to re-book your session at another time.

25. Sessions will start and end promptly at the designated time. Each session will be scheduled to last 30 minutes. The justice will not be able to stay beyond the scheduled time, so any delays to the start time will result in a shorter session and fewer students being able to ask questions.

26. Before asking the justice a question, students must introduce themselves with their full name.

27. Supreme Court justices will remain impartial on politics and current affairs and might not answer questions on these topics. Justices reserve the right to not answer to any questions that they consider to be inappropriate. To ensure that you make the most of the time in the session, it is recommended that questions on these subjects are avoided. Please contact the Education Team for further guidance if necessary.

### **Rights of the Court**

28. There will be no exceptions to the rules listed above. In keeping with the court's wider educational programme, we expect all educational institutions to adhere to these.

29. The Supreme Court reserves the right to cancel or postpone an event at any time.

30. Participating justices may be subject to change and sometimes at short notice.

### **Unsuccessful applications**

31. If your application is unsuccessful but you are still interested in participating in a video conferencing session, we will keep your details on a waiting list. In the event of cancellations, schools on this list may be contacted and offered a place on a first come, first served basis.