



Remote Learning Tip Sheet for Parents and Students

School expectations for live or recorded lessons or other school activities on Teams

 <p>Be present. If absent, your parents must send an email to explain.</p>	 <p>Be punctual & check in on time.</p>	 <p>Cameras on.</p>	 <p>Mic muted.</p>
 <p>Find a quiet space.</p>	 <p>Have a neutral or blurred background.</p>	 <p>Dress for school. The dress code still applies.</p>	 <p>Consider using headphones so as not to annoy your family!</p>
 <p>Follow your schedule. Focus on the lesson – no games or social media.</p>	 <p>No recording, screenshots or photos.</p>	 <p>Raise your hand to speak in chat.</p>	 <p>Use chat feature to ask questions. All chat between students must be work-related.</p>
 <p>All school rules apply. This includes the Acceptable Usage Policy (AUP).</p>	 <p>No third-party access to school lessons.</p>	 <p>Engage, interact & chat. All chat between students must be work-related.</p>	 <p>Teacher signals the end of the lesson.</p>



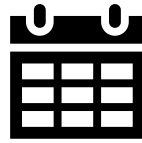
What to do if....



Too ill to work?

Parent – send an email before 08:30am as if 'absent'.

Student – let teachers know, ask for extensions.



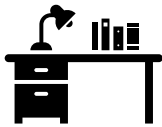
Appointment during school-time?

Parent – send email in advance as if 'signing out' or 'leaving early'.



Technical issue?

iPad or O365 let your Progress Leader know.



Cannot do the work?

Review instructions. Check OneNote & Teams. Seek help from classmates. Message your teacher.



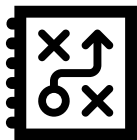
Overwhelmed?

Speak to parent or a friend. Message teacher(s) & tutor for support. Get active, use your hobby or start a new one.



Technical issue at home?

Ask your parent to send message to your tutor ASAP so teachers can be informed. Work offline if you can & submit later.



Check Progress?

Students, Parents, check emails. Have teachers been in touch re: work not submitted?



Need resources?

Message teacher & ask for recommendations.



Guidance needed?

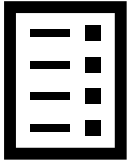
The school is still here from you. Reach out & ask for a call or check n' connect.



Parents – if you notice that progress is not going well across the board. Contact the school for support. Email the tutor.



Tips for successful Remote learning



Plan a routine. Keep to it!

The most effective students stick to their routines. The best learning occurs when you are organised. Develop good habits.



Workspace.

Organise a regular & comfortable workspace. Reduce or eliminate distractions. Log off your social media – be in school.



Working from home or Parenting from work?

Plan ahead if your parent is working! Book times when you will need their help. Schedule the week together!



Screen time.

You will not need to be on-screen all day. Switch it off when you can. Be careful of adding phone/console screen time to your day.



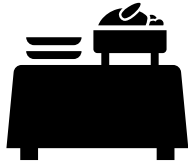
Learn together!

With your classmates or parents or others. Seek contact with others and vary your approaches to learning. Build a learning network



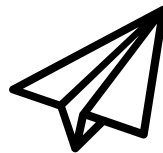
Wellbeing!

Mind it. Talk. Schedule time with others. Seek support if needed. Check our website for tips and links.



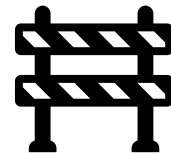
Eat!

Feed your mind. Start with a breakfast, take a snack-break & eat lunch! You will need your energy. Schedule breaks with company!



Submit your work!

Don't forget. Reports will be issued. Estimated grades may be ahead.



Barriers?

Recognise them, identify what stops you learning. Seek specific advice from a friend, teacher, parent, tutor.



Be active!

Burn off boredom and frustration with some form of daily activity. Use Joe Wicks or similar app. Set targets for yourself.



Chill!

It is vital to plan for some downtime after work. Schedule what you enjoy. Try a new hobby.



Rest!

You will be busy! Stick to your usual bedtimes and don't fall into habits of staying up too late or sleeping-in.