

Before the lesson starts:

- ✓ Find a quiet space to work.
- ✓ Your mobile phone should be with a parent/carer or switched off and put away.
- ✓ Get your exercise books ready including any booklets you may need.
- ✓ Get your equipment ready. Pens, pencil ruler and calculator.
- ✓ Any work you do on additional paper please look after it. Keep everything organised.

Preparing your devices ready for live lessons:

- ✓ Log on to Teams via your school 0365 account.
- ✓ Use Google Chrome as your web browser.
- ✓ Close other open tabs on your internet browser.

If you encounter a technical issue during the lesson:

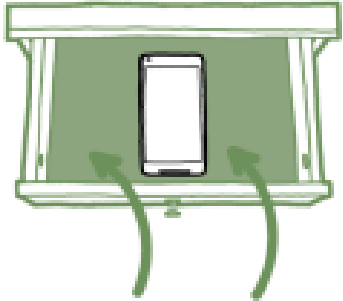

- ✓ Restart the device and sign out and back into Teams/Office 365.
- ✓ Sometimes leaving the lesson and re-joining helps if you have a connectivity problem.
- ✓ Having lots of separate tabs open slows devices down.
- ✓ If you are using the Teams desktop APP- Install/reinstall Teams App - available for PC, Mac and mobile.
- ✓ Check quality of your wireless network connection, move closer to your router, try not to "hide" the router behind furniture, in the corners of the rooms or the floor as this will affect signal strength.
- ✓ Sometimes shutting the device down and starting again works.

The start of the lesson:

- ✓ Ensure you are on time for the lesson. You have plenty of time to join before the lessons formally start.
- ✓ Be polite. Say good morning to your teacher via the chat.
- ✓ Write the date and title and underline your work.

A Family Guide to Remote Learning



<p>1 </p> <p>Plan your day. Know which lessons you have and resources you need before you start.</p>	<p>2 </p> <p>Create and follow a daily routine. Be on time for your online lessons.</p>	<p>3 </p> <p>Lock away any distractions. Or put mobile devices on Aeroplane mode.</p>
<p>4 </p> <p>Create your own workspace or area. Keep it organised and functional.</p>	<p>5 </p> <p>Take notes in your lessons, use mind maps, sketch notes to help remember information.</p>	<p>6 </p> <p>Make time for yourself to have a break. Reward yourself with some down time.</p>
<p>Just as Important Tips to Check Out.</p>		
<p>7 Practice mindfulness for 10 minutes a day</p>	<p>8 Chat with Friends and Family when you can during the day</p>	<p>9 Ask for Help if you are stuck on a task or question</p>

Parents:

Q: How do I know my child is working well?

A: Check to see the volume of work completed in their books each day. Ask to see to their assignments set in each subject Teams. Are they up to date?

A: Check that they only have Teams open. No other internet tabs should be open, unless directed by the teacher.

Q: How can I help my child at home?

A: Set up a work space for your child. A desk, chair *if possible*.

A: Get books/booklets organised for the day ahead.

A: Check their work is "Gold Standard" is it neat, titles underlined work well organised. Page 16 of the pupils planner has the criteria.

A: Make sure they have some time away from screens during break time and lunchtime.

A: Talk to them about their day.

During the lesson:

- ✓ Participate when asked by your teacher.
- ✓ Do ask questions politely if you are stuck. Be specific, don't just say "I'm stuck" or "Don't get it"
- ✓ Get involved in the lesson by asking and answering questions.
- ✓ Submit work on time.
- ✓ Make sure your work is well presented in your books and online.
- ✓ If you are unmuted during the lesson be polite and talk clearly.

Submitting Work:

- ✓ You teacher will explain how, when and where to submit work.
- ✓ This may be via an Assignment, a Form or an upload.
- ✓ Make sure work is submitted on time.
- ✓ Your teacher will explain how to access feedback on your work.

Behaviour:

- ✓ Click [here](#) to read the code of conduct.
- ✓ If the code of conduct is not followed you may be removed from the live lesson, your parent/carers will be contacted and school sanctions applied.
- ✓ You will not be admitted to the lesson unless you are using your school account.
- ✓ When you are unmuted be polite.
- ✓ You must only use the conversation when the teacher tells you
- ✓ You must not post anything inappropriate in the conversation.