

# How to get the most out of remote learning



## Get the basics right and be 'Ready to Learn'!

1. **Remove all distractions:** Turn off the TV, your music and all non-Teams chat notifications and, if possible, find a place to work where you won't be interrupted by the other members of your household.
2. Have everything you need for **all three lessons** ready at the start of the day – books, equipment, and so on.
3. Have your laptop/ device **charged and plugged in**, switched on, and be **logged into Office 365** before Tutor.
4. **Check your emails** at the start of the day; your teachers may have emailed you with important notices or documents which you might need to use.
5. Use the **preparation and consolidation** time that is built into the timetable to look at the assignment for your next lesson and to download any attached resources.

**TM values: independence, commitment (to your learning), resilience.**

## Problem solve when you're stuck

Behind with your work? Can't figure out where a document is? Poor internet connection? Technical problems?

Use the metacognition skills we have been working on; think 'What did I do last time this happened?', 'How might I work this out for myself – what are my options?', 'Who might be able to help me?'

If you're still struggling, ask for help from: a person you live with, a teacher or tutor, another member of staff. We will all try to help you.

**TM values: independence, confidence, resilience, commitment.**

## Remote lessons

1. **Register as soon as you join the lesson** and **make sure you are there on time**, at the very start of the lesson. If you arrive late you may miss instructions, or worse, your teacher will have to repeat them – which none of the rest of the class want to hear again – and it wastes lesson time.
2. Before you ask lots of questions in the chat, **listen to instructions carefully**, **read** what has already been written, and **look at the assignment**. Your teacher will tell you what the lesson is about at the start, and will point you in the direction of any websites you need to look at and any documents you need in front of you etc.
3. **Participate in the lesson!** Be bold, unmute and talk to your teacher and class. This has many advantages: your teacher can give you instant feedback and can answer questions quickly; it is more interactive and far more like a classroom lesson; you and your classmates can help one another out! Some people might be at home alone and have little interaction with others; this is an opportunity to be community focused and to make people feel less alone and more included.
4. You can do your work either by hand or you can type it, for example into a Word document. If you hand-write it, it is helpful to have the Teams app on your phone or a tablet, so that you can take a picture of the work and upload it easily. If you do your work digitally, make sure you save it with sensible file and folder names – not just 'English.doc.' 'English – 11<sup>th</sup> January 20 – intro to topic.doc' is much better! Either way, **make sure it is uploaded on time!**
5. **Try your hardest and be committed** to your learning and progress. Your teachers can teach you, but the learning part needs to come from you. So turn the TV off, leave the games and other distractions, and do your best.

**TM values: respect, aspiration, community focus, independence, confidence, commitment, resilience.**

**Be respectful.** The rules for basic good manners and how you conduct yourself are no different online than they are face-to-face. Being unkind, disrespectful, or detrimental to the learning of others is really unfair and unhelpful, especially when we are living in a tricky time. Treat others with kindness and respect at all times – that applies to both fellow students and school staff.