

# Tips for Remote Working

## Daily Routine

- Begin your day with a good breakfast. Get dressed and set yourself several key goals to get through.
- IF possible, follow your usual school timetable, making sure to build in time with family and for exercise/rest.
- Set limits on what you want to accomplish each day, be realistic.
- Stop for lunch and take time away from screens to rest.

## Completing Work

- Your teachers will be setting work, many will set a week's worth of lessons in one go, please do not attempt to do all of it in one go- it is designed to replicate the amount of time you would normally spend each week.
- Follow instructions carefully, some work will need to be completed in books, other pieces on the computer.
- When asked to upload a piece of work electronically, good apps to take photos of work are OFFICE LENS and ADOBE SCAN as these will straighten images and make them readable.
- Be organised with saving work electronically- set up a 'Remote Learning' folder with sub-folders for each subject. Name all files carefully with 'Name- Assignment Title' (replacing as appropriate) this will prevent you losing bits of work and will allow all staff to see who has submitted what quickly.

## Communication with Staff

- Remember that emails and communication via teams needs to be polite and appropriate.
- Remember that staff will not always be available, usual school policies apply regarding emails outside of school hours.
- If you are struggling with work/being at home, please let your Tutor or Head of Year know.

## Communication with other pupils

- Keep in contact with your friends, both via text and via voice chats- it is important to maintain communication.
- If you have not heard from someone for a bit, please check in on them.
- If you notice a friend is struggling, please let your Tutor or Head of Year know.