

Remote Ready Checklist



Before the lesson

- ✓ Check the device you are using is charged and ready with Teams loaded
- ✓ Check your microphone and camera are working
- ✓ Have the timings of the school day available (see below)
- ✓ Have your diary open on your timetable so you know what lessons to do in the correct order each day
- ✓ Have the exercise books, resources and pens ready that you need for each lesson

Each day

- ✓ Be present on Teams from 8:40 am
- ✓ Attend Tutor Time at 8:40-9:00am
- ✓ Follow your timetable like when you are in school (see timings below)
- ✓ Go to your Class Team for each different lesson when you have it
- ✓ Check to see if work has been assigned or if a live lesson is taking place (this will be in the Teams Posts under General)
- ✓ Either attend the lesson or complete the assigned work
- ✓ Remember to **'hand -in'** assignments

Always

- ✓ Present work neatly with underlined dates and titles, keeping it organised as if you were at school
- ✓ Communicate with your class teachers if you are unsure about the work via Teams Posts and emails
- ✓ Respect and adhere to the Online Learning Etiquette and Protocols for Live Lessons (on website)
- ✓ Stick to your lesson timings (for live lessons teachers will direct this, for assignments, work within the usual 50-minute slot and then move on to the next lesson as when in school)
- ✓ Try to have your break and lunch away from your screens so you get a proper break and switch off

Timings of the School Day

(All students will have the same lunchtime slot according to the usual school timetable)

8:40-9:00	9:05-9:55	9:55-10:45	10:45-11:05	11:05-11:55	11:55-12:50	12:50-13:20	13:20-14:10	14:10-15:00
Tutor Time	Lesson 1	Lesson 2	Break	Lesson 3	Lesson 4	Lunch	Lesson 5	Lesson 6



Attitude

A reminder of the **Nightingale House Values** that encourage us to be proactive and have a positive attitude to learning

For help to remember how to use Microsoft Teams, please see the help videos on our remote learning page on the school website: <https://www.ringwood.hants.sch.uk/academic-curriculum/student-remote-learning/>

For help with remote learning, contact our Remote Learning Support Tutor Emily Chyzewska remotelearningsupport@ringwood.hants.sch.uk