

Remote Ready Checklist (Strike Days 2023)



Before the lesson

- ✓ Check the device you are using is charged and ready with Teams loaded
- ✓ Check your microphone and ideally your 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

For the 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 (this will be in the Teams Posts under General)
- ✓ **If there is no live lesson scheduled in posts for a particular subject, go to your year group team.** Click on the word document 'student work when a teacher is absent' and complete a piece of work according to your subject and year group.

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 and shared in tutor)
- ✓ Stick to your lesson timings (for live lessons teachers will direct this, for set work, work within the usual 60-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	9:00-10:00	10:00-11:00	11:00-11:20	11:20-12:20	12:20-13:20	13:20 – 14:00	14:00 – 15:00
Tutor Time	Lesson 1	Lesson 2	Break	Lesson 3	Lesson 4	Lunch	Lesson 5

Accessing Teams: Go to the Ringwood School website → Click on SHAREPOINT (top right) → Click on the Waffle (9 dots) top left and select TEAMS → TEAMS will load for you.

How to join your live lessons from home → Go to your class Team and to the General tab and you will see the live lesson in the posts once your teacher has started (be patient) and you can click JOIN

Do your best! Any problems, communicate with your class teacher

For further 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
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