

**Remote Learning
Guidance for First Year Students**



January 2021

1. **Timetable:** Most of your teachers will send your work at 9am on Google Classroom, this is good as it allows you to plan your day. It is best to follow your timetable for the day, so if you have Geography period 1 start with that and move on to your next subject. Take your breaks at the same time you would in school this will help to keep you on track.
2. **Homework:** Your teachers will ask you to submit work using Google Classroom and maybe by email. You should check the time that your teacher wants the work submitted and send it in on time. Please use your Adobe Scan app to photograph your work, you were shown how to use this in Digital Literacy class.
3. **Communication:** It is extremely important that you communicate with your teachers. If you have a question about the work you must do, if you can't hand in your homework on time, if you are sick or any other issue you have. Please email your teacher or send a message on Google Classroom. They are there to help you as best they can. Please keep in touch with them.
4. **Feedback:** Your teachers will be asking you to send in your work to check that you are participating during this period of online learning. Not every assignment will require feedback from your teachers but they will be monitoring all the work you submit to ensure you are learning and progressing.