

Remote learning checklist for staff.

Before the session;

- Resources are uploaded onto Google classroom.
- Any presentations are opened and minimised.
- Check your environment - ensure your background is as plain as possible and there are no distractions.
- Ensure you are logged into the session in good time.

During the session;

- Remind all children/parents that the session will be recorded/ask for permission if not already authorised.
- Remind all children of the home learning poster and expectations.
- Take a register of children who have attended.
- Identify any children who need further support with the activity or may need further technical support.

After the session

- Discuss the session with other staff - what went well? What could be improved for next time?
- Report any safeguarding or other issues to relevant members of staff.