



On-line learning

Protocols to share with pupils

- Set up a workspace if you can, preferably where you sit at a desk with a straight-backed chair
- Have the right equipment to hand so that you can start working immediately
- Make sure you have somewhere quiet to work that allows you to concentrate on the on-line content
- Ensure there is enough light to ensure you can work satisfactorily
- Find out if there is any preparation work, reading or researching before you start the session
- If there are any resources identified as necessary for the session make sure they are to hand
- Minimise distraction by telling others that for a designated period of time you are working on-line
- Learn how to listen carefully, it is not as easy to hear when you are not face to face with your teacher
- Take notes or work with a parent who can also take notes so that you can go over the content after the session
- Be aware of the aims of the session and reflect on how well you were able to find success
- Give yourself time to complete any follow up work that is requested following the session. Set a realistic time period that is not too long but will allow you to complete the work
- Create a folder for each subject so that your work and the session information is all kept orderly and in the right place
- Ask for feedback on your work and take time to reflect on how you can use the time to learn more about how to improve the work you produce
- Learning in this way should be fun so make sure there is time for leisure activities