**Remote Learning Checklist**

Please read through the statements below and mark the box with a tick  if you feel confident in that area. If you are unsure or do not know how to do the task in the statement box, please leave empty.

**Name of Pupil \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year Group \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
| **Statement – Pupil** | **Tick** | **School Use only** |
| I have a laptop/computer that I can work on at home |  |  |
| I have a tablet device at home (e.g. iPad, Samsung Tablet other) |  |  |
| I have a stable internet connection (ask parents if you are unsure) |  |  |
|  |  |  |
| I have a room to work in for live lessons *(Not bedroom, Has to be where an adult is present).* |  |  |
| I know how to switch off the camera on my laptop/computer if I have one |  |  |
|  |  |  |
| I have used Microsoft office before |  |  |
| I have a school login details to Office.com – Example Below ([pupil@celches.coventry.sch.uk](mailto:pupil@celches.coventry.sch.uk)) |  |  |
| I know how to create a Word, Excel, PowerPoint document |  |  |
| I know how to access Microsoft Teams |  |  |
| I know how to join a live lesson on Microsoft Teams |  |  |
| I know how to access my class area on Microsoft Teams |  |  |
| I know how to join a live lesson organised by a teacher |  |  |
| I know how to hand in an assignment a teacher has set for me |  |  |
| I know who to contact if I have a worry |  |  |
| **Statement – Parent/Carer** |  |  |
| I understand that my child needs to work in a shared space of the home for remote lessons *(E.g. Living/Dining Room)* |  |  |
| I know how to contact the Designated Safeguarding Lead with any wellbeing concerns I may have about my child |  |  |
| I know how to contact the IT technical team if my child has issues accessing remote learning |  |  |
| I understand the school procedures if my child is going to be absent for a lesson |  |  |

**Parent/Carer Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent/Carer Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date:**