*Tips from Lorraine Brown, Deputy Headteacher and Head of Pastoral Care at an Independent School in the United Kingdom, now teaching through online and distance methods.*

**Top tips for Teachers**

1. Keep it simple – make sure that you have the basics in place, for example for literacy make sure that students have daily reading at home
2. Ask students to keep a daily journal/ diary. This provides writing practices but is also a way of students creating their own primary source to look back on in the years to come: “history in action”. These diaries can be private or shared online during classes. Depending on the activities, these can also be used for discussions and can link to famous diaries (for example: Anne Frank, Gilbert White, Samuel Pepys, Captain Scott). Journals also help keep a routine within the day in place.
3. Set into play a list of stories which children can dip in and out of and use the skills learnt in the classroom to practice their writing of narrative.
4. Give them words – for example “astonishment” – and then find words from it, writing them down in charts. This is excellent for brain flexibility and taking children’s minds off of things that could be worrying for them. Exercises like this can be used for letter patterns, spelling patterns etc.
5. Don't give too much work to do – it’s very different from being in a classroom, there are family and other pressures.
6. Provide exercises to keep on track and on board – keeping children’s skills and confidence steady. Also build in another thing that children need, which is flexible creative response to tasks.
7. Clarity is very important – consider carefully what you actually can deliver
8. Don’t become too wooden – look at delivery as being quite conversational. Make it your aim that you speak to each child during a live class.
9. Focus on positive messages “if you do this, you don’t have to worry, it will keep you on track”.
10. Keep detailed notes from your sessions because it’s easy to forget what you’ve done online. Brief notes after your session so you know where you’ve got to
11. It’s quite intense teaching online and you might feel that 3 sessions (of 45minutes to 1 hour) is enough to try to run in a day, because it’s a very different style of teaching and there is a different kind of intensity. This should be discussed by management in your teaching institution
12. Be clear about prioritizing. In some cases this will mean focusing on the basic functions of education – literacy and numeracy
13. Don’t be frightened of online teaching – even if you’ve never done it before. It can be enjoyable.
14. Take note of the feedback you’re getting. You can have great discussions, it doesn’t just have to be one-way delivery. Try to relax, sit back slightly and allow the Zoom-members to speak. There is a tendency for some teachers to rush through content.
15. Think carefully about when and how you use break-out groups. Children need a group identity, go staying together as a class may be beneficial – you want the group to enjoy being together, to see each other. With larger classes it’s not as easy so suggest separating your groups out so no more than 15 per class. If it becomes like a lecture theatre, there is no value to doing live classes – this content should be delivered via recorded video.
16. Both for children and teachers, keep your work together in one place, in a folder or exercise book and check that every day as part of your routine. Be organized. Files for different subjects, for example. Check regularly that your students have a system and are keeping up with it.
17. Help students find things that they can create a routine around (such as journaling or certain daily tasks). Online and distance learning is an excellent opportunity to allow children to develop independent learning.
18. To help children focus at the beginning of a session, ask questions like: “Are you checked in?”, “Are you comfortable?” “Have you turned your dial to listening?”. These (and other exercises) can help children work on their active listening, which is essential for them to fully benefit from online learning.

**Top tips for Children:**

1. Routine will keep you healthy – plan your free time and your work time. This will help you feel that your day has both consistency and difference.
2. Stay organized. Keep your work together in one place, in a folder or exercise book and check that every day as part of your routine. File for a different subject.
3. When you join an online session, try to relax and use your skills of listening. Consciously tune in and bring your attention into the moment.
4. Don’t feel that you’re under too much pressure. Share any concerns you may have or if it’s not going so well for you. Tell the teacher if you’re finding it difficult – for example you could arrange to stay at the end of the session, write to your teacher afterwards, or ask for a short one-to-one call.
5. Feel confident to share your ideas even though the learning environment is different – develop your confidence
6. Be brave about reading out something that you’re proud of online.
7. Make sure that you’ve got everything that you need ready for the session – have your equipment to hand. For morning sessions, be dressed, have breakfast, and being ready to be part of the session. Maybe have a class of water ready.
8. Promise yourself as far as you can that you will read every day.