CHECKLIST FOR PARENTS

1. Make a list of all subjects your son/daughter is doing .
2. Check they have joined each TEAM corresponding to their subject class on Microsoft Office 365 either on a computer, tablet or other device.
3. EVERY DAY check the ASSIGMENTS and due TIME corresponding to that class TEAM (some teachers set daily assignments, others set every 2 days etc).
4. Check the format required for Assignment, handwritten, Word etc.
5. Ask your son/daughter to write work into journal to keep track. (This will also be beneficial when revising – to see the Topic & date)
6. Check each ASSIGNMENT has been “handed in” on time in the ASSIGNMENT area on Teams (not Chat) – unless otherwise specified by teacher) on time.
7. Tick off Assignment in Journal.
8. If your son/daughter has been unwell / unable to hand in Assignment please upload note in lieu.
9. Remember your Year Head or Deputy Principal can be emailed for any queries.
10. Most textbooks can be accessed on line – check the book publishers website for the codes.
11. Contact with teacher should be during normal school hours only.
12. Please ensure your child reads the assignment before posting any questions to his/her teacher.