Newhaven School Student Guide to working remotely

Nine tips for working remotely

It's never easy being away from your peers and not in the place where you usually learn. These Top Ten Tips should support you with your learning and wider emotional well-being:

1. Set up a designated workspace. Separate space for yourself to work in, somewhere you can focus on tasks without being distracted and set up with everything you need for a normal working day – computer, phone, stationery, papers etc.

2. Make sure you have all the tech you need. This includes an internet connection, any necessary files, hardware and software, remote access to your google network and, importantly, knowledge of how to get support.

3. Get dressed. Changing into working clothes will help you mentally switch to productive work mode. It will also help you distinguish between 'homeworking' and 'home life'.

4. Read you timetable and write a daily to-do list if you know there are things you need to complete. Set out a list of realistic, achievable tasks to keep you focused.

5. Know when to step away from your desk. Be clear about when your working day begins and ends and take breaks to refresh. When work is over, be sure you switch off to avoid burnout.

6. Use chat to stay in touch with your peers. Contribute regularly in lessons so you don't drop off the radar.

7. Be clear in your communication. Speaking in person gives you visual and audio cues that help you communicate. Conversing remotely removes a lot of that extra information so make your communications extra clear and concise.

8. Ask for support when needed. Speak out when you need assistance, support or help.

9. Make remote working work for you. Change where you sit, put on music, whatever helps you work.

Supporting your mental health

Find further support for you mental health here