



## A Handy Guide to Home Learning

1. Set your alarm and make sure you get up at your usual time to keep yourself in a routine.
2. Get ready for the day - have breakfast to give yourself some energy and make sure you get changed - this will help you to get into the right mindset to learn rather than staying in your PJs!
3. Log onto your device at 8.30 and use registration time (8.30-8.50/55) to do the following:
  - Find a quiet and comfortable place to work where you will be able to focus on your lessons.
  - Check your emails just to make sure you haven't missed any information from school.
  - Put your timetable in front of you and check which lessons you have and make sure you know what time they start.
  - Get your equipment out - pen, paper/books, a bottle of water and anything else you might need.
  - Read your personal reading book if you have any spare time.
4. At 8.50/55 log into Teams and wait for your first lesson to start. Check your speakers, volume and microphone (if you have one) before your lesson begins – your teacher may ask you to use audio.
5. Work through your timetable for the day and make sure you are on time so the rest of your class are not wasting valuable time!
6. Make sure you take breaks at the usual times (morning break and lunch time) and consider moving to another room in the house to give yourself a change of scenery and a chance to move and stretch.
7. If something goes wrong and you are struggling to connect to the meeting OR there is not one scheduled for a certain lesson, don't panic! Try the following:
  - Check your emails again in case your teacher has had to change their plans.
  - If you haven't received any new instructions, complete the work for the correct week on your learning checklist for that subject (this can be found on the Remote Learning site on FROG and for some subjects in the 'Files' tab of your subject chat on Microsoft Teams).
  - If you are unable to access this, please use the revision guides and workbooks you were given earlier in the year and complete some work on the topic you are currently focusing on in lessons for the correct subject.
8. At the end of each day, make sure you have uploaded to teams or emailed your teacher any of the work that is due in and complete any homework you have been set (use your planner to record this so that you can stay organised).
9. Ensure you take time in the evenings to relax and do something that you enjoy! This 'downtime' actually helps your brain by giving it time to absorb everything you did each day.
10. Feel proud - you have completed a day of independent home learning and should be pleased. You are giving yourself the very best chance to continue your education in tough times!