



REMOTE LEARNING

A Guide for Students, Parents and Carers



We appreciate that switching to remote learning can present challenges and hope this booklet will offer support and guidance to help ease the transition.

SETTING UP A ROUTINE

Even though we are all in a lockdown, it is best to keep to a set routine. This might be difficult at first as it will feel new, but you will quickly adapt and remember that your tutor and teachers are available to support you.

Just like in school, you will have a tutor time session at 08:45 (live) followed by 6 x 50 minute lessons with the school day finishing at 14:55.

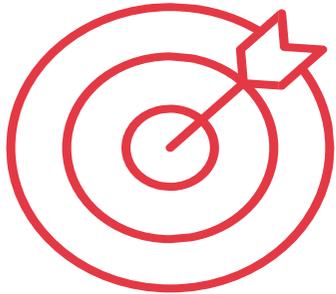
All work will be set on Google Classroom so make sure you check here each morning. Your teachers will let you know in advance if you have a live lesson that day.

Please remember to upload your work to Google Classroom for submission where requested. Your teachers will provide feedback so you can see how well you are doing and how to improve further.

Some lessons will be live with your teachers and they will recap previous learning, explain new concepts, introduce activities, ask questions and check for understanding. A large chunk of time will be given to you to work independently but remember you can continue to ask questions through the live stream and if you need additional support, this will also be provided.

08:45 – 09:00	Tutor time	Tutors will take a register and check in with you live every morning followed by: <ul style="list-style-type: none">• Monday Assembly• Tuesday Activity/Sub Group A with Tutor• Wednesday Activity/Sub Group B with Tutor• Thursday Activity/Sub Group C with Tutor• Friday Activity/Sub Group D with Tutor
09:00 – 09:50	Period 1	
09:50 – 10:40	Period 2	
10:40 – 11:00	Break 1 (20 mins)	
11:00 – 11:50	Period 3	
11:50 – 12:40	Period 4	
12:40 – 13:15	Lunch (35 mins)	
13:15 – 14:05	Period 5	
14:05 – 14:55	Period 6	The subgroups will provide a chance for you to talk with your tutor in smaller groups.

KEEPING MOTIVATED



Set yourself goals each day. If after 50 minutes, you didn't completely finish the task but gave it your best effort – that is absolutely fine!



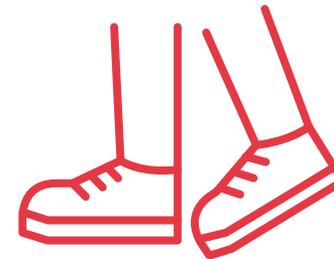
Work towards completing a task and tick it off when you have finished a single or double lesson for example, P3 Geography ✓.



Ask those around you to get involved in your learning. If you need support, please speak to your teachers, friends, parent or carer.

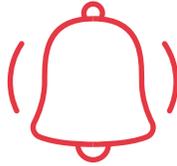


Keep in touch with others who are in the same situation. You are not alone!



Researchers have found that a minimum of at least 20 minutes a day of any physical activity can create a positive mental attitude.

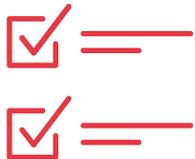
STAYING FOCUSED



After period 2, give yourself a 20-minute break. After period 4, give yourself a 35-minute break for lunch. After period 6 the official school day ends... that's 14:55.



When taking a break, get a healthy snack for an energy boost, be active and take a short walk, or listen to music.



Get into good learning habits. Wake up in plenty of time to have a good breakfast and hydrate so you are focused and alert for 08:45 and the rest of the school day. This will aid concentration and help you to retain more information.

REWARDING YOURSELF



Have a cup of tea or coffee.



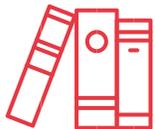
Eat your favourite healthy snacks.



Watching television during your breaks.

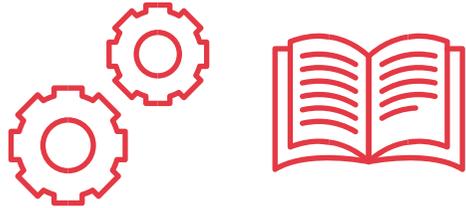


Chat to friends online during your breaks.

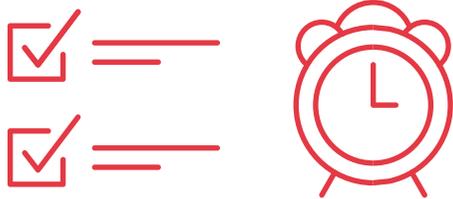


Read a chapter from your favourite book.

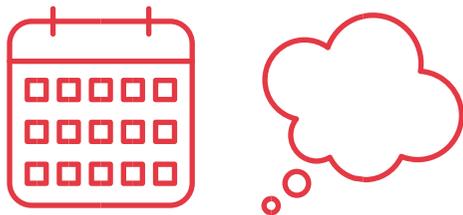
PLANNING YOUR TIME



Check your timetable the day before so you know what lessons are coming next. Get your equipment and subject resources ready. If there is going to be a live lesson, make sure you know when and have access to a device.

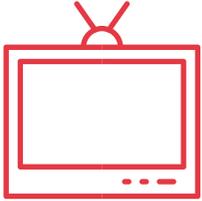
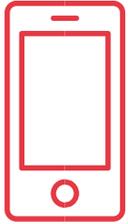


Plan how to allocate your time in a single and double lesson. Remember that in a double lesson there will be double the work. If after 50 minutes, you did not completely finish a task but gave it your best effort – that is absolutely fine!

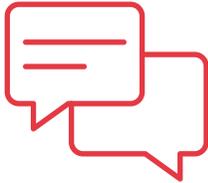


Evaluate your time management every few days – is it still working and keeping you busy?

SETTING REALISTIC EXPECTATIONS



Learning at home is very different to being at school, accepting that there are more distractions is important. Managing these distractions and keeping them to a minimum needs to be part of your daily planning.



Studying on your own, for long periods of time, can become tedious – make sure that you are having regular breaks.



Learning at home, to this extent, can be tough, so be kind to yourself and allow time to get used to the new learning routine.

CREATING THE PERFECT WORKING ENVIRONMENT



Get started early – pretend you are going to school (shirt and tie). Take regular breaks!



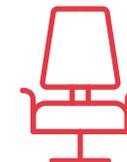
Follow your timetable and try to find a quiet space to work with few distractions.



Choose a workspace that cool, not freezing, but if it is too warm, you will get sleepy. Try to work in a comfortable bright space.



Limit your social media time (use it as a reward!) Aim to sit at a desk in a comfortable chair.



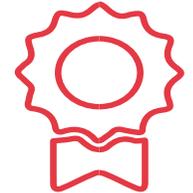
MY WEEKLY PLANNER

We have put some examples in, but feel free to add in your own!

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
HomeLearning	<p><i>Tutor 08:45</i></p> <p><i>P1</i></p> <p><i>P2</i></p> <p><i>Break</i></p> <p><i>P3</i></p> <p><i>P4</i></p> <p><i>Lunch</i></p> <p><i>P5</i></p> <p><i>P6</i></p> <p><i>Finish 14:55</i></p>	<p><i>Tutor 08:45</i></p> <p><i>P1</i></p> <p><i>P2</i></p> <p><i>Break</i></p> <p><i>P3</i></p> <p><i>P4</i></p> <p><i>Lunch</i></p> <p><i>P5</i></p> <p><i>P6</i></p> <p><i>Finish 14:55</i></p>	<p><i>Tutor 08:45</i></p> <p><i>P1</i></p> <p><i>P2</i></p> <p><i>Break</i></p> <p><i>P3</i></p> <p><i>P4</i></p> <p><i>Lunch</i></p> <p><i>P5</i></p> <p><i>P6</i></p> <p><i>Finish 14:55</i></p>	<p><i>Tutor 08:45</i></p> <p><i>P1</i></p> <p><i>P2</i></p> <p><i>Break</i></p> <p><i>P3</i></p> <p><i>P4</i></p> <p><i>Lunch</i></p> <p><i>P5</i></p> <p><i>P6</i></p> <p><i>Finish 14:55</i></p>	<p><i>Tutor 08:45</i></p> <p><i>P1</i></p> <p><i>P2</i></p> <p><i>Break</i></p> <p><i>P3</i></p> <p><i>P4</i></p> <p><i>Lunch</i></p> <p><i>P5</i></p> <p><i>P6</i></p> <p><i>Finish 14:55</i></p> <p><i>Subject selection:</i></p>	<p><i>Spend time with family</i></p> <p><i>Watch a film</i></p> <p><i>Read a book</i></p> <p><i>Sleep and relax</i></p>	<p><i>Go for a hike or walk</i></p> <p><i>Do some yoga</i></p> <p><i>Bake a cake</i></p> <p><i>Sleep and relax</i></p>
Activity	<p><i>Going outside for a walk or run</i></p>	<p><i>Watching an episode from a series</i></p>	<p><i>Read a chapter from your favourite book</i></p>	<p><i>Do some general tidying – maybe your room!</i></p>	<p><i>Go outside for a walk or run</i></p>		

TOP TIPS FOR PRACTISING KNOWLEDGE RECALL:

Reward Yourself: In between sessions, eat your favourite (healthy) snack and watch a bit of TV.



Don't go it alone: Have a chat with someone that is also practising knowledge recall – you can give each other support and study ideas.

Time away from learning: Make a hot drink, but don't take it back to your desk with you. Drink it away from your workspace and try to relax.



Remember to pause: Go for a walk, or just sit outside for some fresh air.

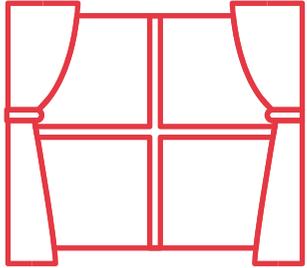
Eat, sleep & exercise well: For your mind and body to perform at their best, you need to take care of yourself. Make sure that you get enough sleep, eat and drink well, and get regular exercise.



Believe in yourself: When we are faced with new challenges, we often forget about how far we have come and how much we have already learned. Try to replace worries with positive and proud thoughts.

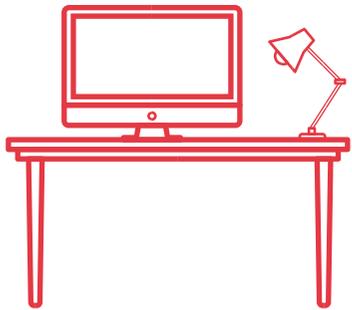
Feeling anxious or worried? Speak to someone about it. There is plenty of advice out there about how to manage anxiety and exam stress. You could try visiting these websites: BBC Learning – The Mind Set <https://www.bbc.co.uk/programmes/articles/1fNYdl1kgwQmNvw74LGT8S/the-mind-set> and Youngminds <https://youngminds.org.uk/>

SETTING UP YOUR LEARNING AREA



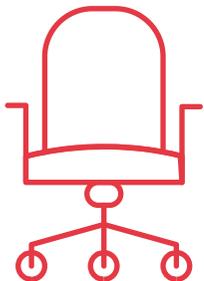
Natural lighting

Try putting your desk in front of a window – natural light helps constrict your pupils, which helps the reading ability of your eyes.



Clear study space

If your workspace is messy, this can have a negative impact on your work and motivation. Having a cluttered desk or table can slow you down and make you feel overwhelmed.



Sitting to study

Sitting to study – sitting for too long or using an uncomfortable chair can sometimes lead to health problems. It's important to find a chair that you feel comfortable in and doesn't make you slouch or have to reach too high to the desk or table.

LOOKING AFTER YOUR MENTAL HEALTH

Talk about your feelings – this isn't a sign of weakness, it's part of staying healthy.

Keep active – regular exercise can help you concentrate, sleep and feel better.

Keep in touch – try not to isolate yourself, catch up with friends on the phone or spend time with your family.

Ask for help – we all sometimes get tired or feel overwhelmed. If things are getting too much for you, ask for help.

Take a break – a change of scene is good for your mental health. It could be as simple as a five-minute walk around the garden!

Eat well – your brain needs lots of different vitamins and minerals to stay healthy and function well.

FOODS TO BOOST YOUR BRAIN

Many foods can help keep your brain healthy. Some foods, such as fruits and vegetables, as well as tea and coffee, have antioxidants that help protect your brain from damage. Others, such as nuts and eggs, contain nutrients that support memory and brain development.

- Fruits and berries – Apples are high in fibre and vitamin C. They make the perfect snack if you are hungry between meals.
- Strawberries are highly nutritious and low in both carbs and calories.
- Nuts and seeds – Almonds are loaded with vitamin E, antioxidants and fibre.
- Vegetables – Carrots are full of fibre and vitamin K and make a quick, preparation-free snack.
- Broccoli contains a decent amount of protein compared to other vegetables.
- Potatoes are loaded with potassium and contain a little bit of almost every nutrient you need, including vitamin C.

ONLINE SUPPORT

To help support you and your mental health, Headspace is offering free meditations for sleep and movement exercises to help support a positive mood.

www.headspace.com/covid-19

There are simple things that you can do to look after your mental health. The 'Every Mind Matters' campaign gives you free advice, tips and plans to follow.

www.nhs.uk/oneyou/every-mind-matters