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# OnLine Learning Tips

1<sup>st</sup> Years - Heywood Community School

# Online Learning

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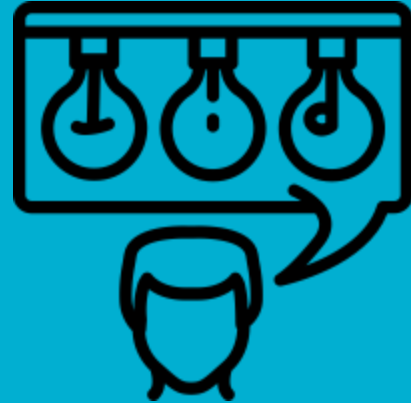
- Getting prepared
  - A typical day
  - Organising work
  - Completing work
- Looking after yourself
  - What if?



# OnLine Learning.

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- Guidelines to help you to online learning in secondary school.
- More subjects
- More teachers



*"Be patient with yourself – getting frustrated will just make you dread your school work even more. Take breaks every now and then and just breathe."*

# Getting prepared...

- Organise a quiet space for yourself to work.



- Get all your materials
  - Books
  - Copies
  - Pens - pencils - rulers



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- Turn off notifications on your phone so you don't get distracted.



# Typical Day



Treat every day as if you were going to school: routine is key

Get up,

get dressed

have breakfast



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- Follow your timetable each day



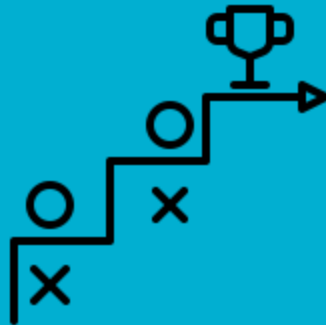
- Keep your school agenda open beside you



This year you have more subjects and more teachers.



- Take it step by step . . . do the same as if you are in school.
- Don't panic
- Relax you've got this!!
- Remember...we are all in this together.... You are not alone





# Organising Work

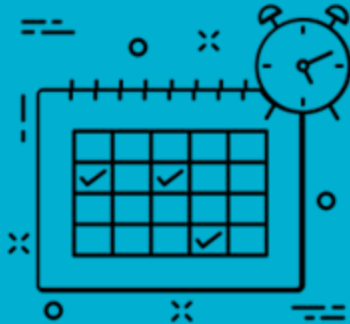
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- Each day you will be required to log in to your school google account
- Here you have access to
  - Email
  - Google classroom
  - Google meet
  - Google drive
- Connect with your teachers complete a list of work for that day.



# Google classroom

- Follow your school timetable each day
- Your teachers will contact you and tell you
  - how they will deliver classes online.
  - The work you need to complete
  - How you should submit it.

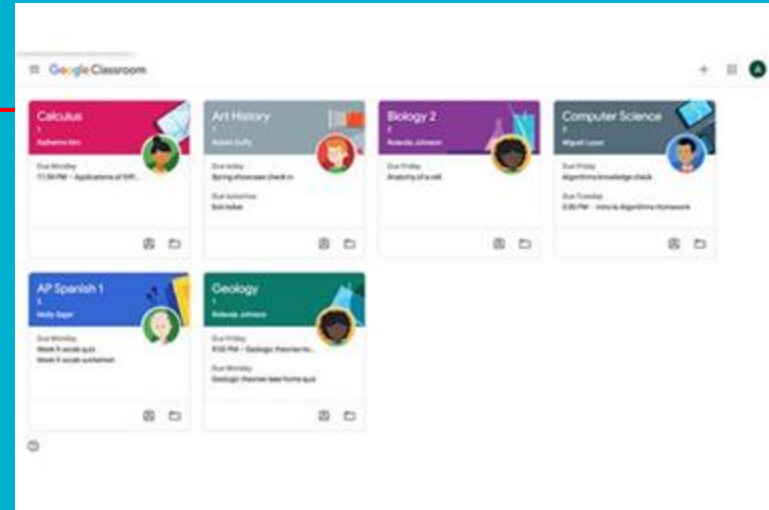


! Google classroom has a to do list but it is a good idea to write it into your homework journals to ensure you keep on top of everything.

# Keeping Organised



- Some teachers will assign work to you on google classroom
- Other teachers will email you work
- Always - write your work into your agenda



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## Important:

- Read instructions multiple times
  - to ensure you understand what you need to do
  - to ensure you have all the tasks



# Get started!

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- Open your subjects on classroom for that day in order, from first class to last class
- If the teacher has posted work, then write it into your agenda
  - e.g. watch video and write my opinion
  - Read page 100 and do exercise 1 - 5
- As work comes in for that day, write it down.



# Completing Work

- Do one class fully, then another and so on..
- Once the work is complete.. Submit it to the teacher
- Cross it off your agenda - 😊 you will see the work you have accomplished 🏆.
- Take a break before starting another subject.



# Look After Yourself



It's OK  
TO TAKE A  
break

- Take regular breaks - a few minutes after each subject

- Drink plenty of water



- Get in some exercise

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- Talk to friends / do a hobby
  - Go to bed at regular time





# What if.....



- No matter what problem / doubt / question you have.....

**HELP IS AVAILABLE**

**Please contact your teachers via email during school hours only!!!**

**Work/Life Balance is important for everyone.**

If you need help.... Contact your Teacher / Tutor / Year Head / School Chaplin  
Ms. Killeen and Guidance Counsellor Ms. Reddington.

- Communication is key!



# Try to Remember:



1. **Be patient with yourself** – getting frustrated will just make you dread your school work even more. Take breaks every now and then and just breathe.
2. **Don't get behind** – even though you are doing work at home it doesn't mean you have unlimited time. Keep on your work. It will be way harder trying to catch up on everything a week before school starts.
3. **Ask teachers questions** – your teachers are there to help. They want to help you. Don't be afraid to ask questions if you are stuck!

**YOU  
CAN  
DO  
IT**

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