

Be ready to learn at home!

Your learning space



- Set up your work space with all the equipment you will need including pens, notebooks, textbooks and your device
- Ensure your space is well lit
- If using Conferences, be mindful of your background; use a blank wall if possible
- Wear earbuds or a headset to enhance audio quality
- Make sure there are no distractions – put your phone away & log out of additional devices and messaging services so you can focus on your lessons.

Your daily routine



- Begin your day with some exercise, eat a nutritious breakfast and get dressed in your summer uniform or sports uniform
- Find a relaxing space in your home or outside for *Just Read*
- Ensure you spend at least an hour offline each day and enjoy time or meals with family



Your learning

- Your daily timetable will be posted on your Canvas home page each day
- Your learning will be delivered in a number of ways - live or recorded lessons, guided instructions and worksheets
- During the lesson, you must be ready to answer questions from the teacher
- If you have issues accessing content or have questions after your lesson, contact your class teacher

Your behaviour



- It is essential that you behave online as you would in the classroom; be respectful and responsible at all times
- Make sure your participation by video, audio or online chat is positive, appropriate and related to your school work
- You are not permitted to record or take screenshots of any other student or teacher – serious sanctions could apply if you breach privacy by recording classes, taking screenshots or distributing information or images from class without permission
- Do not invite family, friends or pets to participate in the lesson



Your health

- Take regular rest breaks; try stretching, playing with a pet, dancing or reading
- Ensure your desk is set up for correct posture; there are tips on the [Working Safely at Home](#) poster
- Give your eyes a break; try the exercises on the [Give Your Eyes a Break](#) poster
- Make sure you continue to drink water – aim for 8 glasses per day
- Visit the [Witness the Fitness](#) page on Canvas for exercise routines you can complete at home
- Make sure you continue to check in with your friends and schedule regular virtual catch ups



Staring at screens all day?



GIVE YOUR EYES
A TEA BREAK

TRY THIS EXERCISE:

Set a reminder to take regular breaks away from your computer screen to rest your eyes.

STEP 1

Hold a pencil. Focus on the tip as you slowly move it towards and away from your eyes.

STEP 2

Pause, then focus on a point 6 metres away eg. out the window.
Repeat 3 Times.



Working safely at home



AVOID BAD POSTURE WHEN SITTING



TAKE REGULAR BREAKS TO STRETCH AND RE-ENERGISE

TIP 1

Screen should be eye level and brightness should be adjusted to a suitable setting so you're not straining your eyes to read text.

TIP 2

Feet should be flat on the floor.

TIP 3

Back should be straight when sitting on your chair. Make sure your chair has a back to offer support.

