



## Working from home: **work and well-being tips** for students

**Create a schedule each day** (you could have a separate notebook for this and add to it each day. It will help with you to track and review your work)

**Write down the 5 subjects you have each day according to your timetable** so you know what you should be working on and to give you a balance of subjects.

**Work out when you will be able to do the work.** Are you able to stick to your school timetable? When are you able to have IT access? Talk to your family about this.

**Get your work organised.** Write the date and title and complete your work in your exercise book (or on IT if instructed to do so by your teacher).

**Keep your work together and safe.** E.g. keep books on a shelf or in a box. If you are using IT, save it in folders in an organised way like in your books.

**Tick off each subject from your schedule** as you complete it and **record the topic of the lesson** covered e.g. French = My House

**When you have finished all the work or during breaks,** do something to support your well-being (see suggestions from the pastoral team below).

**Do one more thing:** later in the day, go and sit with a family member with your schedule for the day. Get them to ask you questions about your work for each subject to make you think about and remember what you learnt. You are more likely to get the work into your long-term memory this way and by saying it out loud. If you cannot remember, go back over the work and write it on a revision card to prompt you next time, when they ask you the questions again.

**Some things you could be asked (for each subject):**

- What are the 3 most important things you learnt?
- Can you finish the sentence? "Today I have learnt ... " (and talk for 30 seconds about what you learnt specifically not what you did)
- Give me an example of .... (related to the topic)

**Be patient and flexible** as much as you can!

Don't worry if you cannot stick to your timetable. This is just a recommendation to help you get organised. You may only have IT access at a certain time of day, and you may be sharing devices. If this is the case, do your work when you can and contact the school so we can help.

It's likely that you may finish the work set quickly – that is fine! Working from home is a different routine. Just try to complete the work to the best of your ability.

If you have finished your work early or want more work, complete an activity where you review or practice prior or new learning e.g. go back over your work and make flashcards of key words and definitions, make a graphic organiser or do some self-quizzing.

Alternatively, do wider learning around your subject (e.g. reading or watch a film / documentary). Why not have a look at your knowledge organiser for some more ideas.

## Communication with school

Your Community Leader and teachers will be contacting you through Teams, so **check your notifications every day**.

### Well-being Top Tips

The government has released some guidance on how we can all protect our mental health and wellbeing during the coronavirus outbreak. Here are **10 easy things** you can do to help **keep your mind healthy**:

|    |                                   |   |   |
|----|-----------------------------------|---|---|
| 1  | <b>Stay connected with others</b> | Maintaining relationships is important. You can <b>stay in touch</b> with your friends and family through phone calls, messages and social media. There are lots of apps where you can video call multiple people at the same time, like Zoom, House Party, Skype and WhatsApp. Try a <b>group video chat</b> with several of your friends or family – on House Party you can play games and do quizzes at the same time!                     |    |
| 2  | <b>Stay physically active</b>     | Current government advice says that you can leave the house for <b>one form of exercise a day</b> , e.g. a run, walk, or cycle, so make the most of it and get out of the house once a day. Don't want to leave the house? <b>No excuse!</b> Join <a href="#">Joe Wicks</a> every morning at 9am on YouTube for 'PE with Joe', an easy 30 minute workout you can do in front of your TV - you could video call your friends at the same time! |    |
| 3  | <b>Talk about your worries</b>    | It's <b>totally normal</b> to feel a bit worried, scared or helpless about the current situation. It's <b>important to talk</b> to people you trust; doing so may help them just as much as you. If you don't feel you can speak to your friends or family, there are lots of <b>helplines</b> you can try. Check out our <a href="#">updated emotional well-being page</a> on the <b>school website</b> for suggestions.                     |    |
| 4  | <b>Look after your sleep</b>      | Try and <b>go to bed</b> at the same time you would normally – it's important to maintain regular sleeping patterns. <b>Avoid screens</b> an hour before bed, don't drink anything with caffeine and create a restful environment. For more ideas on how to get a good night's sleep, visit the <a href="#">Every Mind Matters</a> page.  |   |
| 5  | <b>Manage your media</b>          | <b>24-hour news</b> and constant social media updates can make you more worried. Try and <b>limit the information</b> you get (e.g. only once a day) and make sure you are <b>getting the facts</b> from a reliable source. E.g. <a href="#">www.gov.uk</a> or the <a href="#">NHS website</a>  |  |
| 6  | <b>Take time to relax</b>         | Taking time to <b>relax</b> and to <b>clear your mind</b> can help you manage your emotions and improve your wellbeing. Try <b>downloading a mindfulness app</b> like <b>ThinkNinja</b> , start a new book or have a bath.  |  |
| 7  | <b>Make a new daily routine</b>   | Like it or not, <b>life is different</b> for all of us at the moment, and it's going to be this way for a while. It's important to establish a <b>new daily routine</b> . Try to set a time to get up and a time to go to bed. During the day, engage in <b>useful</b> and <b>meaningful</b> activities like schoolwork, cooking, exercise, helping around the house, or phoning a friend. It might help you to <b>write it down</b> .        |  |
| 8  | <b>Do things you enjoy</b>        | You are being set schoolwork to do by your teachers, but it's just as important to spend time doing <b>things you enjoy</b> . <b>Adapt</b> your hobbies so you can still do them inside. You may like to <b>post your ideas</b> on social media or video sharing websites so other people can try them too. For example: like football? Try <b>toilet roll keepie-uppies</b> like these <a href="#">athletes!</a>                             |   |
| 9  | <b>Set yourself goals</b>         | <b>Setting goals</b> and achieving them gives a sense of <b>control</b> and <b>purpose</b> . Think about things you want to do that you can still do at home. It could be watching a film, reading a book or learning something online. You could <b>keep a lockdown diary</b> or <b>write a blog</b> . You could even start to <b>learn a new language</b> using an app like Memrise or Duolingo.  |  |
| 10 | <b>Keep your mind active</b>      | Try not to just stare at a screen all day. Keep your <b>brain active</b> by reading, writing, playing board games, doing crossword puzzles, number puzzles, jigsaws, drawing, painting, gardening – find something that works for you!  |  |

For the full government guidance on maintaining a healthy mind, please visit:

<https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19>