



LEARNING FROM HOME

FOCUS YOUR MIND

- Wake up at the time you would if you were attending school (preferably before 8.00am)
 - Enjoy a full and healthy breakfast
 - Check your school emails and any other platforms that you are instructed to work from (i.e. OneNote, Learning Place, STILE, Education Perfect)
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YOUR LEARNING SPACE

- Your learning space should be tidy, comfortable and as quiet as possible
- Always be respectful of any shared spaces in your house

YOUR CLOTHING

- Do not wear your pyjamas all day
 - Dress in neat, casual clothes when completing work
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YOUR EQUIPMENT

- Ensure your device is ready and logged in
- Make sure your work space is well-lit and comfortable
- Test all applications and platforms required to make sure they are working
- Have a pen and paper ready
- Turn your phone on silent and move it away from your workspace to avoid distraction
- Remove any other distractions

YOUR ETIQUETTE

- Be polite, appropriate and respectful in any language you use online, and as you would in person
 - If sending an email to a teacher or staff member, write it with an appropriate greeting and with correct language, grammar and spelling
 - Use school email address when contacting teachers, HoDs or YLC
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BEING PRODUCTIVE

- Establish and/or follow a daily routine for learning
- Manage your time efficiently
- Use your time for learning
- As required, complete any set work and submit it using the correct methods
- Spend time revising any items you don't understand and be sure to ask questions (by email or other nominated platform)
- Check your emails regularly throughout the day

BEING HEALTHY

- Look for opportunities to be healthy
- Drink at least two litres of water every day
- Have a 15 minute break for every 45 minutes of work
- Make sure you get out into the sunshine when you can
- Have a healthy morning tea and lunch at the same time each day
- Don't forget to socialise with friends remotely
- Watch the wellbeing videos from Bracken Ridge Staff and Student Leaders
- Be physically active - complete some form of exercise