

BE READY TO LEARN AT HOME



FOCUS YOUR MIND

- Wake up with enough time to get ready and have breakfast before 8.40am check in
- Say good morning to your family
- At 8:40 am check your timetable, school emails and the remote learning documents
- Write a to-do list and tick off activities as you do them

YOUR SPACE

- Your learning space should be tidy, comfortable and as quiet as possible.
- Your space should have sufficient light and air and be at a desk - not a bed or the floor.
- Be respectful of shared spaces. Turn off the TV.
- If using your webcam, always sit in front of a blank background, if possible

YOUR CLOTHING

- Dress in your Glenwood shirt or Sports top - this may help create a positive mindset and a proactive approach to learning.
- Wear neat comfortable casual wear for pants
- Do not wear pyjamas

EQUIPMENT

- Have your computer charged and logged in
- Bookmark and test key websites such as Google Classroom, HOTmaths, Stile, etc.
- Have some pens and your workbooks ready
- Use headphones if possible
- Remove all distractions

ETIQUETTE

- Be polite, appropriate and civil in your language online, as you would in person
- When in online video chats such as Google Meets or Google Hangouts turn off your microphone until required.
- Turn your phone to silent to avoid distraction

BE HEALTHY

- Drink plenty of water everyday
- Take breaks every 45-60 minutes, including screen time breaks.
- Have recess and lunch, eating healthy food.

BE PROACTIVE

- Manage your time - use it for learning
- Submit all your completed work. Complete all your homework.
- Spend time revising work
- Ask questions if you do not understand the work
- Clean up your emails - read and reply