

## WORKSPACE

- Set up an accessible open space for learning, preferably not in the bedroom
- Ensure seating is comfortable & space is well lit
- Screen to align with eye level
- Consider internet strength in the space
- Be respectful of shared spaces. Turn off the TV



## DAY TO DAY ROUTINE



- Wake up with enough time to get ready, have your breakfast before 8.30am and say good morning to your family
- Have your computer charged and log in to your Student Portal and check your emails by 8.40am
- Log in to Google Classroom and complete daily Roll Call check
- Follow your Timetable and work through class activities set on Google Classroom and submit as required

## BEHAVIOUR & ETIQUETTE

- SAFE - Be in the right place at the right time and report any concerns you have to staff
- RESPECTFUL - Interact kindly and calmly online and offline with your peers, teachers and family
- LEARNER - Be prepared, be equipped be ready to learn. Actively participate in lessons and remove all distractions, including your mobile phone!



## HEALTH & WELLBEING

- Take rest breaks from the screen every hour
- Keep hydrated throughout the day and ensure you eat during recess and lunch breaks
- Get 8-9 hours of sleep every night
- Keep in touch with family and friends
- Get some daily physical activity

## SEEKING HELP

- Contact your class teacher via Google Classroom during school hours if you need some extra help about your learning or assessment
- Contact the school via email or phone 9725-5444 if you need a bit of extra wellbeing support or if you are worried about one of your friends

