



Sevenoaks Senior College

LEARNING AT HOME PREPARATION



BE READY FOR THE DAY AHEAD

- Wake up with enough time to get ready and have breakfast before your first zone
- Start the day by checking your school emails and logging in to Connect, ClickView, etc.
- Keep organised! For example, create a 'To Do' list for the day, use a calendar, prepare lunch the night before like you would for a normal school day, etc.



BE PRESENTABLE

- Dress in neat, casual clothes
- Do not wear pyjamas
- If you are participating in a live conference meeting, make sure your clothes are appropriate

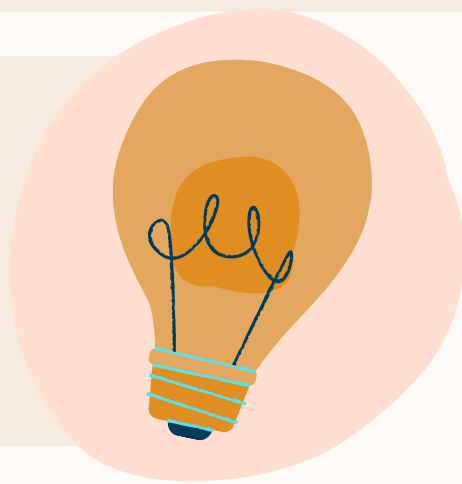


BE HEALTHY

- Stay hydrated throughout the day
- Take time to stand up, move around and stretch every hour, like you would between timetabled zones
- Spend time away from technology at appropriate times throughout the day
- Have recess and lunch, eating healthy and nutritious food
- Make time every day for outdoor physical exercise and fresh air (eg. Jog around the park, kick the footy, walk the dog, etc.)

BE FOCUSED

- Manage your time – use it for learning
- Submit all your completed work on time
- Spend time revising any items you don't understand
- Ask questions!
- Clean up your emails – read and reply
- Be actively engaged in lessons
- Set SMART goals and monitor your progress



BE MINDFUL OF YOURSELF AND OTHERS

- Be polite, appropriate and civil in your language online, as you would in person
- When in video calls / meetings, turn off your microphone until required
- Turn your phone to silent or airplane mode to avoid distraction
- Ensure there are no personal items on display that you do not wish to be seen by others
- Check in with yourself. How am I feeling today? Do I need support?