

## Learning from Home Help Guide

As we begin another period of Remote Learning, it is important that we establish positive routines to ensure we remain productive and maintain good physical and mental health. As a result, I have listed some tips on how to learn and work best from home.

### **Waking up**

Although you may have some extra time in bed without the commute to school, aim to wake up around the same time every day.

This helps stabilise your internal clock and improve your sleep overall. You'll feel less tired, more refreshed, and find it easier to concentrate throughout the day.

### **Getting ready**

Keep to your established morning routine if you can – get ready, washed, and dressed as if you are going to school. This will help you get into the mindset that you are at work.

### **Setting up your workspace**

Try to set aside a work area separate from your sleeping area, as this will help to prepare you for work mode and make it easier to switch off at the end of the day. You don't need a home office to do this – a small desk set up in a corner of your room, or a laptop at the end of the kitchen table can do the trick.

Clear your work surface of clutter and set up your equipment to avoid physical strain – do a self-check using the guidance at [nhs.uk/live-well/healthy-body/how-to-sit-correctly](https://www.nhs.uk/live-well/healthy-body/how-to-sit-correctly). If you don't have a chair with back support, you could add a firm pillow.

### **Get Moving**

Including some movement into your work from home routine will help maintain your physical and mental health.

You will feel more awake and alert, and your concentration and sleep will improve.

### **Outdoors**

If you're allowed to, try going for a walk, cycle or a jog before you start school for the day – this can help you to feel like you have mentally 'arrived' at school. Doing the same when you finish your working day can help you to leave your work mindset behind and switch off.

### **Indoors**

Try to take a clearly defined lunch break and move away from your workspace.

If you're unmotivated, you can exercise indoors, such as Joe Wicks on YouTube or another fitness class. Some gyms are now live streaming their classes and there are plenty of exercise routines online that can be completed in as little as 10 minutes.

No matter what you do, try to take regular screen breaks and stretch throughout the day.

### **Stay Connected**

Adapt your social routine, it is important we stay in contact with our friends while we're not in school, so use the online tools that are available to you to stay in touch with your friends.

Always remember your responsibility of making sure you communicate appropriately online and the importance of keeping yourself safe at all times. There is further information on how to stay safe online further on in this guide.

## Online Safety Guide

Our reliance on our electronic devices is greater than ever since social isolation was introduced and it is important that we keep ourselves safe online and when using electronic devices. Therefore, below is a list of online safety tips that we should all follow. Crucially, if you are unsure about something online, make sure you speak to a trusted adult and discuss with them what is concerning you online

### **Keep your personal information private online**

Only share information with people you know like friends and family. Ask a trusted adult to help you change your privacy settings so strangers can't see your private information.

### **Speak politely and be kind to people online**

Treat people online how you would want to be treated in real life and always remember your manners.

### **Always check with a trusted adult before downloading or using a new app so they can set 'Parental Controls'**

This means that you will be able to use your phone safely and securely and won't accidentally do things you shouldn't do.

### **Tell a trusted adult if you don't feel safe online**

Sometimes, even though your phone is really secure, you might see something you don't like, or someone might contact you who you don't know. If this happens, always tell your trusted adult like your parents, carers, other adult family members or a teacher, all of whom will be able to support you and advise you on what you should do next.

### **Don't accept friend requests from strangers or people you don't know.**

Always tell a trusted adult if someone you don't know tries to contact you online.

### **Don't reply to messages from cyber bullies or people who send nasty messages.**

The most important thing to do is to tell a trusted adult and then block the person from contacting you.

### **Limit your screen time.**

Using your phone for too long, particularly in the evenings, can make you feel tired the next day, affect your concentration and make you lose interest in other things in life. Only use your phone at certain times of the day and don't use it close to bedtime. You can set a 'screen time limit' via the settings on your phone.

### **Only use apps which you are old enough to use.**

Before downloading any new apps, always check the age-rating of the app. If you need help, ask your parents or carer to make sure that the app is safe for you to use and never download anything which you are too young for as it may contain things that aren't safe for you to see.

### **Don't share your number with people you don't know**

Never feel pressured into sharing your phone number with people you don't know and don't lend your phone to strangers or keep it where others could get hold of it.

### **Think of others when taking photos**

Don't take embarrassing photos of other people on your phone. If other people get access to the photo and share it with more people, it could make that person really upset and this would be treated as a form of bullying. Always be mindful of the photos you take using your camera and who you share them with.

### **Be careful what you post online.**

The internet does not have a delete key. Any comment or image you post online may stay online forever because removing the original (say, from Instagram) does not remove any copies that other people made. There is no way for you to "take back" a remark you wish you hadn't made, or get rid of that embarrassing selfie you took on the way home from school.