



Enter to Learn, Go out to Serve

How to Be an Effective Online Learner

Further TIPS for Students

1. Get the Basics Right

It's important to get these right so that you remain alert for learning, feel good and remain resilient:

Sleep 8-10 hours each night.

Exercise 30-45 minutes of moderate/high intensity each day.

Eat Eat a balanced nutritious diet with lots of fruit and veggies. Stick to regular meal times and don't be tempted to graze on snacks all day.

Drink Drink at least a litre of water each day. Avoid sugary soft drinks and juices.

2. Keep to a Routine – Suggested Timetable for Students in Years 7-12

Where possible, use your existing school timetable as a guide.

It is advised that you wake up each weekday at a similar time to a normal school day and follow a similar routine to where possible.

IMPORTANT: Before you start...

Google Classroom Posts – In order to make sure you are not overwhelmed with emails and google classrooms posts it is important you learn how to **turn the email notifications off**. Otherwise, every time any of your teachers post anything you will receive an email (eek!). Please refer to this document which demonstrates how to do this:

www.macarthur.nsw.edu.au/assets/pdf/2020/Admin/How_to_stop_Google_Classroom_Notification_emails.pdf



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Suggested Timetable (Years 7-12)

NOTE: Times are approximate only and will vary depending on which grade the student is in

Duration of Time	Activity
1 hour	Morning Routine <ul style="list-style-type: none"> Wake up, make your bed, eat breakfast and <u>prepare for a productive day</u>. <u>Check your emails</u> for any new correspondence and make sure you have everything you need to start your lessons. No <u>new</u> lessons for the day will be posted after 8.30am.
1 hour 45mins	Complete work that has been set for Periods 1 and 2. (check Google Classroom for each subject or Moodle) Your teachers are available for feedback during school hours 8.10am-3.30pm. They may not necessarily be available during your scheduled lesson as per the timetable.
20mins	Morning tea break <ul style="list-style-type: none"> <u>Have something to eat</u>. <u>Get outside for some fresh air</u>. Go for a walk to stretch your legs or kick a footy to give your mind a break. Avoid watching TV or using your phone.
1 hour 45mins	Complete work that has been set for Periods 3 and 4. (check Google Classroom for each subject or Moodle)
1 hour	Lunch break <ul style="list-style-type: none"> Have something to <u>eat and get outside for some fresh air</u>. Listen to an educational or inspirational podcast.
45mins	Complete work that has been set for Period 5. (check Google Classroom for each subject or Moodle)
20-30mins	Wrap up/Preparation for tomorrow <ul style="list-style-type: none"> Make sure your <u>work is saved</u> and filed on your computer so that you can easily find it again. Make sure that any <u>work that needs to be submitted</u> to your teacher has been uploaded onto Google Classroom, Moodle or via email. Do you have any <u>questions</u> that you need to send through to your teachers? Send them through as soon as possible. Look at your <u>timetable</u> to see which lessons you have tomorrow.
Times will vary depending on the year level	Relax/Work on Assessments where applicable <ul style="list-style-type: none"> <u>Relax</u>, go outside, have some time with family. Work on any <u>assessments that are due</u> (this will vary from day to day and will be dependent on what is due and the age of the student) <p>NOTE: Students in Years 11 & 12 need to allocate <u>additional study and revision</u> time here.</p>
1 hour	Down time <ul style="list-style-type: none"> <u>Technology-free</u> time Try not to stay up too late - remember you still need to get up as normal tomorrow.



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'Zoom' Video Conferencing Sessions

These may be held during the timetabled class only.
Your individual teacher will inform you when and if these are going to occur.

Expectations of Students	
Dress Code	Please ensure that you are neatly presented and dressed according to the school standards. School uniform is not expected. Pyjamas are not appropriate.
Location	You should only participate in a 'live' Zoom meeting from a location where you can be visible to other members of the house and with the door open. Ideally this might be at a kitchen or dining room table. You should position yourself such that there is a blank wall backdrop that will retain privacy and reduce distractions to others. You cannot and should not engage in any Zoom calls from your bedroom.
Positioning your Camera	Cameras should be positioned to only display from the shoulders up.
Recording of Zoom Calls	Recording audio, recording video, or taking any photographs of a Zoom call with a teacher or student(s) is strictly prohibited.
Speaking and Listening	As in a normal lesson, it is important that you exercise good self- discipline and listen carefully to your teacher throughout the lesson. Unless instructed otherwise by your teacher, you should MUTE your audio. Exceptions to this might occur if you are asked a question, taking part in a class discussion, or sharing something with the rest of the class as part of the lesson.



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3. Look After Your Mental Health

- **Stay connected** - Being required to physically distance yourself from others doesn't mean you have to socially disconnect. Make time to stay in touch with friends and family through video chats, phone calls and messages. This is something that you can schedule into your breaks so that it doesn't distract your learning time.
- **Practice gratitude** - In times like this when many of the things that you love are being postponed or cancelled it's important to remind yourself of all the good things that you still have going on in your life. Think of 3 things each day and write them down or talk about them over a meal.
- **Be kind** - Being kind to others will not only have obvious benefits to the recipient of your kindness but will make you feel good too. Making others smile can be as easy as baking a cake for a neighbour, calling an elderly loved one who can't get out, picking some flowers for mum or letting someone go in front of you in a busy line.
- **Accept that some things are beyond your control** - there are things you can control (your attitude, being kind, looking after yourself) and things you can't control (how others react, how long this will last, what will happen next). Focus on the things you can control and let go of the things you can't.
- **Limit screen time** - You will be spending more time than usual on your computer as this will be an important learning tool for you during online learning. Because of this, it is important that you consciously limit screen time that isn't related to school work.
- **Take time to relax.** These 10-minute meditations are a great way to relax Take a Break!
https://www.youtube.com/playlist?list=PLgdxvG3Ulbiz8n_l3rZdcAADnDI6NFHO

- Go for a jog/run/walk
- YouTube: yoga, pilates, just dance
- Connect with a loved one
- Backyard: kick a ball, soccer, cricket
- Shoot hoops
- Ride a bike/skateboard
- Bake a cake or try a new recipe
- Play board games or cards
- Have a paper plane contest

- Do a jigsaw puzzle
- Paint or draw
- Bottle flip challenge
- Read a book under a tree
- Write a poem
- Send a friend a handwritten card with a nice message
- Set up a ninja warrior course in the backyard

Sources and helpful links:

Department of Education and Training 2020, Advice for Parents and Carers

<https://education.nsw.gov.au/teaching-and-learning/curriculum/learning-from-home/advice-to-parents-and-carers>

Khan Academy 2020, Schedules for School Closures

https://docs.google.com/document/d/e/2PACX-1vSZhOdEPAWjUQpqDkVAJrFwxxZ9Sa6zGOq0CNRms6Z7DZNq-tQWS3OhuVCUbh_-P-WmksHAzbsrk9d/pub

YEAR 11 and 12 Students – This is a helpful link which is updated regularly by NESA. It provides you with the most up to date advice re assessment and the HSC programme.

<https://educationstandards.nsw.edu.au/wps/portal/nesa/about/news/novel-coronavirus>