

Guide to Remote Learning

Sacred Heart College guide for students





Instructions for use

- As a school community many of us are learning at home for the first time and in some cases with our whole family at home too.
- We recognize that, for the majority of you, working from home is new and can feel difficult. With this guide, we would like to provide you with some resources, guidance and tips to help you stay healthy, engaged and productive.
- This guide is for you- to help you set up your workspace, stay connected to your teachers, connected to your classmates and manage your time and well-being.

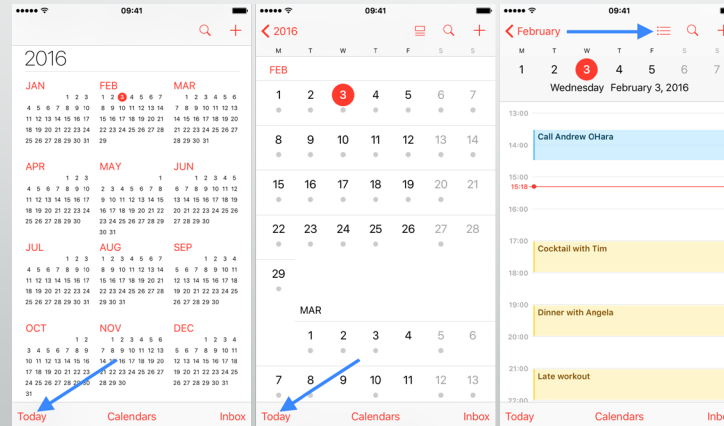
Set Up Your Workspace



Stay Connected



Manage your time



A photograph of a workspace setup. A silver laptop is open on a light-colored wooden desk. In the background, there is a stack of colorful books and a green office chair. The image has a dark overlay on the right side where the text is located.

Set up your
(physical and virtual)
workspace

Set up your **physical** workspace

A safe and secure space

- Find a safe space to work- good ventilation, proper lighting and comfortable furniture are just a few things to consider

A place for equipment and materials

- Identify a work base where your equipment and materials can remain undisturbed, even if you shift locations during the day.

Minimize distraction and disruption

- If possible, aim for a space with minimal distractions (noise and clutter) and disruptions.
- We realise that this can be challenging with others at home too.

Set up your **virtual** workspace

Access to Apps

- Make sure that you have access to your school email, go to office.com to log in
- Check that you are a Team Member for each of your classes- if not email your teacher
- Teacher emails follow the layout:
surnamefirstinitial@sacredheartcollege.school.nz:
potterm@sacredheartcollege.school.nz



Be mobile if needed

- Install the office apps on your mobile devices so that you have an alternative when your home internet is experiencing high usage that affects your connectivity



Stay connected to each other



Communicate often

- Make a habit to connect frequently with your fellow students
- Open a chat for ongoing conversations with people from your class

Make space for some fun

- Use your chat to have some fun
- Share news, memes, gifs and videos

Virtual playground

- Make up for the missing chat in Lawson Foyer, the school grounds, the canteen by checking in with your friends regularly



Online lessons will start on Wednesday 15 April
2020:

This will be Wednesday Week A

Check emails and Teams daily



You must take the time to check your email a few times a day. Your teachers will be posting messages that will keep you updated with lessons, feedback or scheduled video conferences.



It is critical that you check your Teams for messages and work from your teachers. For many of us it is a real “figure it out as you go” situation.



Each teacher will let you know what their preferred way of working will be. If you're not sure, email or message them.

Are you organized?



If you can manage it, try to sit down and work through any set lessons, assessments etc as consistently as possible. Your teachers will try to follow the normal timetable and will make themselves available for your questions, check-ins.



Act as if you were still attending school for a block of time every day, use that time to check in with your teachers, work on your assignments.



Most of us haven't had much experience in self-directed learning. You may feel the urge to do the work at the last minute. Here's a helpful tip: DON'T.



It's better to do the work early and often, as there will likely be times you need additional feedback.

Know what tools you need



Depending on the class, you may need to figure out what kind of tools can help you the best. Most of your teachers will be using apps that they have already used with you.



Sometimes you may want to use pen and paper. Then take a photo and upload this to where it needs to be.



Be creative.

Take your work seriously



One of the worst things you could do is not giving your work the amount of attention it needs.



A classroom and teacher can limit the distractions that you may have at home. If you have a powerpoint presentation (like this one) to get through as part of your lesson, don't scroll through it while your TV is on.



Put your phone away or turn off notifications- all it takes is one distracting text or tweet to derail your hard work. Even better put it away in a different room while you're working.



Be clear about your boundaries with the others in your home. Tell family members, and friends that your schoolwork deserves a fair chunk of your time, and make sure to be consistent.

Communicate



You might be surprised how often you'll need to reach out for clarification on some work or an assignment. You may also still have group projects that you need to finish, even though you may not be able to meet in person.



Take this as an opportunity to improve your online communication skills. If you're not sure about something, email or message your teacher. Do it as early as possible. Explain your problem clearly. If you think that this question and its answer could be useful for everyone in your class, post it on the Teams Group Chat.



For any group projects, it's best to block out time for discussing how the project should move forward. Arrange a video chat for this.



Internal Assessment

- Your teachers will be in contact with you regarding internal assessments.
- Due dates are now being re-negotiated.
- NZQA and SHC's focus is to ensure equity for students.
- Students will not be disadvantaged because of this period of isolation and remote learning.



Manage your time and well-being



Tuesday	Wednesday
	BIOL 107 LAB D19 (3039 BS CW 102
101 1 (30544) 50	
113 1 (31287) 2	BIOL 107 LEC A01 (3 ETL E1 00
122 21 (38981) 4	SOC 100 LEC A2 (3. TL 12
101 10 (30555)	

Make a schedule

- Follow your timetable
 - As much as possible follow your timetable. Your teachers will attempt to do the same. Make sure you let your teacher know if you won't be available and check in with them later
 - Following your timetable means, each of your subjects gets the attention it deserves
- Set boundaries
 - It can be a challenge to switch off from schoolwork when you don't leave your work space or "classroom".
 - Set clear intentions about work time and home time.

Example Schedule



COVID-19 DAILY SCHEDULE

© Jessica McHale Photography

Before 9:00am	Wake up	Eat breakfast, make your bed, get dressed, put PJ's in laundry
9:00-10:00	Morning walk	Family walk with the dog Yoga if it's raining
10:00-11:00	Academic time	NO ELECTRONICS Sudoku books, flash cards, study guide, Journal
11:00-12:00	Creative time	Legos, magnatiles, drawing, crafting, play music, cook or bake, etc
12:00	Lunch	
12:30PM	Chore time	A - wipe all kitchen table and chairs. B - wipe all door handles, light switches, and desk tops C - Wipe both bathrooms - sinks and toilets
1:00-2:30	Quiet time	Reading, puzzles, nap
2:30-4:00	Academic time	ELECTRONICS OK Ipad games, Prodigy, Educational show
4:00-5:00	Afternoon fresh air	Bikes, Walk the dog, play outside
5:00-6:00	Dinner	
6:00-8:00	Free TV time	Kid showers x3
8:00	Bedtime	All kids
9:00PM	Bedtime	All kids who follow the daily schedule & don't fight

Focus on your wellbeing

- In challenging circumstances we need to remember to engage with the 5 ways of wellbeing.
- So find ways to Be Active, Take Notice, Learn, Connect, Give





Focus on Well Being

Don't forget to take breaks

- Have regular mealtimes.
- Have some regular slots for exercise, fresh air or just time away from your workspace.

Check in with you (and others)

- Be mindful of how you are feeling. This is and will be a challenging time for all of us. Feeling lonely, anxious and other feelings are perfectly normal.
- Be sure to check in with others regularly and talk about these things.
- Our guidance counsellors, your tutor teachers and deans will continue to be available for your support.

Be strong, be kind!

- Remember we are all very new to this and are all in this together. Always ask questions if you need anything, be positive and keep working towards our common goal of continued learning and being a strong school community.
- For more tips look at:
 - <https://study.com/academy/popular/learning-at-home-during-the-coronavirus-pandemic.html>
 - <https://appleinsider.com/articles/20/03/13/tips-for-remote-learning-or-attending-school-from-home-during-the-coronavirus-outbreak>



