

Pupil Guide to Working at Home

Each day you should complete 5 hours of study, which is the equivalent to a full day of schooling. You should follow your timetable as best you can; however, if this is not possible then you should try your utmost to complete all work as soon as possible.

Before you start work

- Make sure you have had something to eat.
- Find somewhere quiet to work where you will not be distracted.
- Make sure your mobile phone, TV and any other distractions are turned off.

How do I know what work to do?

- Use your school timetable to find out which lessons you should be doing. This is available through your Outlook email calendar or through the Parent App.
- Your work should be uploaded to Teams (if you do not have computer access you **MUST** let the school know so you can receive paper copies).

What should I do if I find the work too difficult?

- Is there a family member you can ask for help?
- Ask your teacher for help using the chat facility in Teams or through e-mail. Staff should be available during the timetabled period.
- You could use the internet for help (google knows everything!).

What should I do if I can't submit my work?

- If you can't upload your work to Teams or send an email to your teacher, you should keep your work and show it to your teacher when you return or upload/email a photograph of your work.

Should I take a break?

- It is important to achieve a balance.
- You should take small breaks throughout the day so you maintain your focus whilst working.
- It is a good idea to take the time to exercise (even a short walk will help) and take the time to read a book.

What should I do if I finish early?

- Try to complete the work to the best of your ability.
- If you finish early you could practice what you have learned or try or make some notes.
- You could also look back on previous learning to make sure you can remember key information.

One more thing!

- It is always a good idea to review what you have been learning.
- Later in the day, you could ask a family member to test you on the work you have done that day.
- You could try and summarise the work or read it out loud to help it transfer into your long-term memory.