

Hebburn Comprehensive School



Student 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.
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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).
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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!).
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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.
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