A Student Guide to Remote Learning

How should I organise my work?

Having a routine is important in times of uncertainty so it's useful to provide a structure for each school day. For some students, approximating the usual structure of our school day has helped them: perhaps 6 x 40 minute lessons with a break, lunch and a 20 minute slot once a week for PSHCE. Use your timetable to stick to lessons you would normally have on that day to ensure all subjects are covered over the course of 2 weeks. Making use of your Planner to write to-do lists each day will help you keep on top of your tasks.

You may have slightly different timings to your day but having a structure will really help. Set regular times to check your emails, make sure you have "email notifications" in Google Classroom settings turned on, and review Google Classrooms (assignments and announcements) to ensure that you do not miss any important information or work that is set.

How can I make longer or bigger tasks more manageable to complete?

If you are not given advice on how to approach a longer task, a way to begin is to break the task down into smaller chunks or mini tasks. Write a to-do mini task list and allocate a time and date to complete each mini task on the days of the week you would usually have that subject. This will allow you to meet the deadline and avoid being overwhelmed by completing a longer task in one sitting. This skill is incredibly valuable to learn and is one you will use throughout your life!!

What should I do if I get stuck?

If you get stuck, do your best to find ways to solve your problem and have a go. You might look back at your notes, a text book or check online resources. If, after this, you're really stuck then email your teacher and politely ask for some further guidance or help. Please be patient; your teacher will answer your email as soon as they are able to but there may be a delay before this happens. Keep email contact between school hours, 8.30am - 3.05pm.

When should I upload my assignments?

If you create a schedule to complete your assignments, you might find you are completing some tasks in advance of the deadline. The best thing to do is to submit tasks as soon as you complete them. This will reduce your to-do list more quickly and give you a sense of achievement as you cross work off your list.

What should I do if I will miss a deadline?

If you know it is unlikely you are going to meet a deadline, don't panic. Make sure you politely email your teacher to explain briefly why. Try to prioritise work where deadlines are approaching first to avoid this from happening too often. Deadlines are set to make sure you are keeping up with work but teachers are aware that everyone has a different situation at home so make sure you communicate with them.

How do I upload my work in Google Classroom?

If you need help uploading work to the Google Classroom for an Assignment your teacher has set, click here to see a quick tutorial to show you how.

What should I do if I run out of work to do?

Well done, if you have completed all tasks set! Our advice would be to do something you enjoy - read a book, exercise (outside if you can), bake, play a board game… The list is endless! If you want something to enrich your studies then have a look at the suggestions made by departments here: Feed Your Curiosity. Some year groups may also have stretch, challenge and extension documents specific to them.

What should I do if I feel anxious or stressed about my work?

*The first thing to do is to take a break - go for a walk, have a snack and a drink, or listen to some calming music. If you are feeling stressed about anything, always find someone you trust to talk to. This may be a parent, sibling, friend or teacher. You may feel overwhelmed by the amount of work you have and talking this through with someone will help you to organise a list of tasks, break things down into manageable slots or create a daily schedule (See, **How should I organise my work?** above). Having a routine, including the time your working day starts and ends, will provide a structure which helps reduce stress. Plan to do fun things in your breaks and at the end of the day to give you something to look forward to.*

Remember the work you are being set is to keep you practising the skills you will need in the future and to build an understanding of topics you will learn more about when you return to school - it is a small part of a bigger picture. In these unprecedented circumstances, doing the best you can is enough. Do your best to complete tasks in the time allocated for that subject, but don't worry if you can't complete everything.

If you, or a friend, are struggling, more help can be found on the [BGS website's Safeguarding page](), which has various links and advice on what to do, or [click here]() to go directly to the Young Minds website for advice.