



THE Boswells SCHOOL

STUDENT GUIDANCE FOR REMOTE LEARNING

We have put together some guidance to help you with learning at home. It can help you to understand our expectations whilst you are learning from home, provide you with information about how to stay physically and mentally well, and give you some useful tips for staying safe online. If you need some more help, please ask email your tutor or Head of Year – staff contact details can be found by clicking on this link wot the school website:

<https://www.boswells-school.com/about-us/our-staff.htm>

Learning at home

If you cannot attend school, we want to make sure that you can keep learning, even at home. Before you begin learning from home, we will make sure you are able to access all of the resources and the equipment you need to do this. You will be shown how to log on to your school email and will be asked to send a test email to your tutor. If you are worried that you will be unable to access remote learning, speak to your tutor or Head of Year as soon as possible.



There are a number of user guides to help you to access emails, Office 365 and Show My Homework on the school website which can be accessed by clicking on:

<https://www.boswells-school.com/students-staff/user-guides.htm>

Expectations for live lessons

You will be invited to 'live lessons' whereby teachers will deliver lessons to you through the 'Teams' app. The expectation on you will be to;

- Ensure you are logged on to the lesson a couple of minutes before the scheduled start time
- Be suitably dressed – causal leisurewear is acceptable but bed wear such as dressing gowns and pyjamas are not

- If you have a question for the member of staff that you use the 'hands up function'
- You must be focused and engaged with the lesson and not distracted in any way – we recommend you leave your mobile phone and other electronic devices in another room
- All behaviour expectations laid out in the Home School Agreement and Behaviour policy are in operation therefore you should show manners, respect and courtesy to your teacher and peers throughout
- If you ever feel unwell or unable to complete the work set, you should tell your parents and make sure you let your class teacher know as soon as possible, ideally before the start of the school day

Tips for working at home

We understand that there will be more distractions at home than in your classroom, so we don't expect you to work a full six hours with no break. It is important that you maintain a routine and ensure you are still learning, even during these circumstances. We recommend:

- Take regular breaks from school work (eg. Every hour take a ten minute break)
- Make sure you plan your school day and stick to it if you can
- Set some small goals for the day
- Keep a school routine for the day – you could start and finish at set times each day
- Avoid doing school work in your bedroom
- Avoid background distractions eg. Television

How to stay mentally and physically well

It is important to make sure you look after your physical and mental health.

To avoid any unnecessary aches and pains, you should make sure you have a sensible place set up to learn from. If possible, you should sit at a table or desk, ensuring your back is supported, rather than laying on your bed or the sofa. If you think you are missing any important equipment or a suitable space to work, make sure you speak to your tutor or Head Of Year before you start learning from home.



You must ensure you also look after your wellbeing while you are at home. To make sure you are staying mentally well, try some of these ideas:

- Get into a routine – you could make sure you wake up and go to bed at the same time each day
- Talk regularly with your friends or extended family – you should always talk with your parents about how to set this up
- Stay active – try getting out for a walk every day
- Eat normally – make sure you have three meals a day at regular times
- Try practising breathing techniques – the charity Mind has lots of helpful information here: <https://www.mind.org.uk/information-support/tips-for-everyday-living/relaxation/relaxation-exercises/>

- Use the time to develop a new skill – you could start painting, learn a language or learn how to bake!
- Make sure you get some rest
- Keep your room tidy to make sure you feel relaxed
- Don't do your schoolwork in the evenings or weekends – you need to balance your home life and school life
- Try not to watch the news too often
- Keep a journal or diary
- Read more often
- Talk to someone if you have any worries or concerns – you can also find a whole list of places that can help if you don't want to speak to your family here: <https://www.mind.org.uk/information-support/for-children-and-young-people/useful-contacts/>
- Childline has a website called 'Toolbox', where you can find games, videos and methods to help you with your worries. There is even a 'Calm zone' for helping you let go of your worries. All of this can be found here: <https://www.childline.org.uk/toolbox/>



There are a number of links to support services for well-being on the school website:

<https://www.boswells-school.com/safeguarding.htm>

Looking After Your Posture And Eyes

The link below will give you some very clear guidance on how to sit and complete your work safely to help protect your posture and eyes.

<https://www.nhs.uk/live-well/healthy-body/how-to-sit-correctly/>



These links will give you some examples of exercises you can do at your desk

<https://www.nuffieldhealth.com/article/5-simple-exercises-you-can-do-at-your-workspace>

<https://www.youtube.com/watch?v=-HRSxAxMJO8&feature=youtu.be>

<https://www.youtube.com/watch?v=mWA4SY2HDpk&feature=youtu.be>

Staying Safe Online

If you are spending all day at home, you will likely be spending more time online. Whilst there are many positive aspects of using the internet, such as keeping in contact with those you can't see and staying entertained, you must also remember to use it sensibly.

While you are spending more time at home, you should consider the ways you can stay safe and maintain a healthy relationship with the internet by doing the following:

- Having tech-free mealtimes
- Not keeping your phone or tablet in your bedroom
- Before contacting any friends using a device, ensuring you have asked your parents and that they have made sure the right settings have been applied to your account to keep you safe
- If you are contacting anyone by phone or video, make sure you do it in a family space
- Making sure you have the right settings applied to the apps and websites you use, so you don't see anything you don't want to and can limit who can contact to you
- Making sure you know how to report anything on the apps you use – most of the popular apps have a reporting function. If you need help with this, please ask your parents
- If you need to report something that you've seen online, ensuring you use Child Exploitation and Online Protection command (CEOP) (<https://www.ceop.police.uk/safety-centre/>) and the UK Safer Internet Centre (<https://www.saferinternet.org.uk/our-helplines>)
- Telling your parents if you are worried about anything you have seen online
- If you want to discuss any worries with someone else, contacting Childline (<https://www.childline.org.uk/>), Kooth (<https://kooth.com/>), or any of the contacts listed here: <https://www.mind.org.uk/information-support/for-children-and-young-people/useful-contacts/>



There are a number of links to support services for e-safety on the school website:

<https://www.boswells-school.com/parents/online-safety.htm>