



## Sunnybank Learners @ Home

### FOCUS YOUR MIND

- Wake up at the time you would if you were attending school (preferably before 8:00am)
- Say good morning to your family
- Enjoy a full and healthy breakfast
- Check your school emails, Student SharePoint Notices and other platforms that you have been instructed to work from (i.e. OneNote Class Notebook, Learning Place)
- Allocate a normal school day of time to your learning and follow your normal school timetable
- Commit to submit your work on time and done to the best of your ability

### YOUR LEARNING SPACE

- Your learning space should be tidy, comfortable and as quiet as possible
- Always be respectful of any shared spaces and other learners in your house

### YOUR CLOTHING

- Do not wear your pyjamas all day
- Dress in neat, casual clothes when completing work. Wear school uniform if engaging a 'live' session.

### YOUR EQUIPMENT

- Ensure your device is ready and logged in
- Test all applications and platforms required to make sure they are working
- Have a pen and paper ready
- Use headphones if necessary
- Turn your phone on silent and move it away from your workspace to avoid distraction
- Remove any other distractions

### YOUR ETIQUETTE

- Be polite, appropriate, responsible and respectful in your language online, and as you would in person
- If sending an email to a teacher, write it with an appropriate greeting and with correct language, grammar and spelling
- Use school email address only when contacting school staff

### BEING PRODUCTIVE

- Manage your learning time efficiently
- Ask for help from your teacher as soon as you need it
- As required, complete (save) any set work and submit it using the correct methods
- Spend time revising any items you don't understand and be sure to ask questions (by email or other nominated platform)
- Follow feedback processes for your learning
- Check your emails regularly throughout the day

### BEING HEALTHY

- Look for opportunities to be healthy and exercise daily
- Drink at least two litres of water every day
- Have a 15 minute break for every 45 minutes of work
- Have a healthy morning tea and lunch at the same time each day