



Wyndham College - Working from home guide

So, given the current situation, some of you may be choosing to change the way you learn for the time being. You may decide to study and learn from the comfort of your own home.

Even though your setting has changed, **our expectations are the same**: you follow your timetable and **must** be present for each lesson. You **must** complete all set work and Assessment Tasks and submit them to the Google Classroom (or by the means advised by your teacher) at the end of each lesson or by the due date.

Now, in order for you to have the smoothest time learning from home, here are the most important things to know:

ROUTINE

Follow the same routine that you usually do. Be up and ready to start your lessons at 8:00am, take the same connect, recess & lunch break, and finish up at 3:00pm. Make it a habit to sign in to your DoE student portal as often as possible, in order to check your emails and log into the Google Classroom for your subject.

ROLL CALL

Class rolls will be marked by teachers each lesson as per your regular timetable. It is essential that you make your presence in the lesson known to your teacher by sending an email, or making a post on your Google Classroom feed.

PLAN

Every day, keep a check list of the lessons you have and the things you need to do and tick each thing off as you go. This will make everything feel more manageable!

SPACE

Have a designated learning space that is tidy, organised, quiet and has all of your equipment accessible (*e.g. device, exercise books, pens/stationary, worksheets, textbooks, etc.*)

CLOTHING

Dress in neat, casual clothes (*do not wear your pyjamas – these are for sleep, not work*). If you are participating in a live-stream lesson, wear appropriate clothes and where possible, have a blank background behind you.

ETIQUETTE

Be polite, appropriate and respectful with your language online, just as you would in person. When in live-streamed lessons, turn off your microphone until required, and use headphones if possible.

AVOID DISTRACTIONS

Unless you are using your phone for school work, it should be switched off or on silent and out of reach. Having it nearby during lesson time will only distract you from completing your work! This goes for TV too, especially Netflix!

BE PRODUCTIVE

Manage your time and use it for learning! Always submit your completed work to the Google Classroom (or by the means advised by your teacher). Spend any spare time revising over materials or asking questions about anything you are uncertain of (*do this via the Google Classroom or email*). Also, if a live ZOOM lesson is organised you will receive an email with the link and the time it will be running – be punctual and on time to start the lesson! Remember, this is **YOUR** education and for it to be successful, **YOUR** absolute best effort is required!

See over for more on health and wellbeing 



STAYING HEALTHY – Body & Mind

Take proper rest breaks, get plenty of sleep at night, drink lots of water and eat a balanced diet.

Practise relaxation, meditation and mindfulness to give your body a chance to settle and read just to a calm state. Try a mindfulness, breathing or meditation video or app.

Try <https://www.youtube.com/watch?v=ZToicYcHIQU> or <https://www.youtube.com/watch?v=O29e4rRMv4>

It is normal and expected that some people will experience heightened anxiety at times like this. You can access support from the [Kids Help Line 1800 55 1800](https://www.kidshelpline.com.au) or [webchat](#)

Being proactive by following basic hygiene principles can keep your anxiety at bay. The World Health Organisation recommends a number of protective measures, including to:

- Wash your hands frequently with soap and water for at least 20 seconds (sing happy birthday twice).
- Avoid touching your eyes, nose and mouth.
- Seek medical care early if you have a fever, persistent cough, or experience breathing difficulties.

Maintain good social connections and communicate openly with family and friends.

Do something that makes you feel happy: Watch a comedy, read a good book, garden, exercise, practise/ learn a musical instrument, learn magic tricks, learn to draw.

The diagram below offers guidelines for setting up your workspace to avoid back, neck and eye strain:



Don't forget to stand up and stretch every 30 minutes!

Remember, you can always contact your Student Adviser or School Counsellor if you are experiencing wellbeing concerns. T: 9208 7100 E: wyndhamcol-h.school@det.nsw.edu.au