

# BE READY TO LEARN AT HOME

LANCE HOLT SCHOOL  
CARING CREATIVE COMMUNITY

## FOCUS YOUR MIND

- Wake up with enough time to get ready and have breakfast before 9 o'clock
- At 9:00am check your Learning Timetable
- Write a To Do List and tick off learning activities as you do them.

## YOUR SPACE

- Your learning space should be tidy, comfortable and as quiet as possible.
- Be respectful of shared spaces.
- If using your webcam (on your computer), always sit in front of a blank background if you can and have your parent nearby.

## YOUR EQUIPMENT

- Test all your equipment is working.
- Have a pen and some paper and books ready.
- Use headphones if possible.
- Remove all distractions.

## BE HEALTHY

- Drink plenty of water during the day.
- Take Brain Breaks
- Have morning tea and lunch
- Do some exercise daily.

## MEETING ETIQUETTE

- Dress in casual clothes for zoom meetings.
- Be polite and thoughtful of others.
- Being in a zoom meeting is like being in the classroom
- When in a zoom meeting turn off your microphone until required.

## BE PRODUCTIVE

- Manage your time - use it for learning
- Submit all your completed work
- Spend time revising any items you don't understand and ask questions

## BE SAFE

- Practice online safety.
- If you are unsure or worried talk to a trusted adult.