

TIPS FOR HELPING YOUR CHILD WHEN ONLINE LEARNING

★ Create a daily plan

Creating a daily plan isn't just a matter of scheduling. A daily plan looks at the schedule and then identifies to-do items for that day

Students have been shared this template (you may still have a paper version from Family Conferences in March this year)

MY ONLINE LEARNING PLAN - NAME: _____ Tutor Class: _____		
My Subjects	My Teachers	Teacher Code and email
		@waitakerecollege.school.nz
		@waitakerecollege.school.nz
		@waitakerecollege.school.nz
		@waitakerecollege.school.nz
		@waitakerecollege.school.nz

Online learning requires YOU to be responsible and accountable for your own learning. Here are some top tips to help you get organised

- ★ When making your timetable, schedule your non negotiables first and family commitments, then enter in your study plan.
- ★ Set realistic plans/targets
- ★ Exercise, walking or fresh air for motivation is important to do daily. Put it in your plan
- ★ Don't study/work in your bed. Have a specific place for you to study so your brain knows that bed is still for resting/sleeping
- ★ Ensure you do something everyday that YOU enjoy
- ★ Create healthy sleep patterns: try to get up before 8.30am and go to bed no later than 10.30pm

WHERE TO FIND WORK SET BY YOUR SUBJECT TEACHERS

- **Google Classroom** - go to your classroom and to each subject and check what has been posted
- **Check your emails** - would be good to spend some time going through your emails and delete any that are old or do no apply to you- this will make finding CURRENT work easier!!
- **Can't find anything?? Email your teacher directly** - use their CODE and@waitakerecollege.school.nz

IMPORTANT ONLINE LEARNING POLICIES

Most work will be sent out on a Monday for the week, but it is important to check your Google Classroom and email DAILY in case of changes or additional work

Years 11-13 do 3 hours per week per subject
Years 9 and 10 do 2 hours per subject per week

Now use the template on the next page OR copy it/ trace it/ make your own version!

Week beginning _____	Monday	Tuesday	Wednesday			
Work set this week Subject Subject Subject Subject Subject						
				Thursday	Friday	What worked well this week □
						What can I change for a more successful next week. □
						What have I done for me this week □

★ **Make sure they have any materials necessary** to complete all assignments Whether its pencil and paper, a stable WiFi connection and login information for all accounts.

★ **Provide an environment conducive to learning**
We understand this isn't always easy. If they're too isolated, it's difficult to check in with them. If they're at the kitchen table, depending on the child or their environment, they may be too distracted. This is even more challenging when everyone is home and the house is full.

★ **Help them organize their learning environment** (both physical and digital).

★ **Be calm and reassuring- help where you can**
Helping students understand the task. Try not to do the work for them but if they feel stressed and overwhelmed help them break it down into smaller tasks.

★ **Make sure all work is completed**
If any work is incomplete, communicate with the teachers as to the reason why work was unable to be done.

★ **Encourage them to check messages and communicate with school**
Check for messages daily from teachers via GOOGLE CLASSROOM and email. Make sure they reply to any messages that require one.

★ **Remind them to pace themselves and take regular breaks.**