

HOW SPRINGERS LEARN FROM HOME

FOCUS YOUR MIND

- Wake up at the time you would if you were attending school (preferably before 8.00am)
- Complete some form of exercise
- Enjoy a full and healthy breakfast
- Check your school emails and any other platforms that you are instructed to work from (i.e. OneNote, Learning Place)

YOUR LEARNING SPACE

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

YOUR CLOTHING

- Do not wear your pyjamas all day
- Dress in neat, casual clothes when completing work

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 and respectful in any language you use 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 when contacting school staff

BEING PRODUCTIVE

- Manage your time efficiently
- Use your time for learning
- As required, complete 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)
- Check your emails regularly throughout the day

BEING HEALTHY

- Look for opportunities to be healthy
- 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

For IT support contact IT_dept@springfieldcentralshs.eq.edu.au

All other enquiries to be emailed to admin@springfieldcentralshs.eq.edu.au

