



## Staying safe when learning at home

We have put together some information to help you with learning at home. It can help you to understand our expectations whilst you are learning from home, provide you with information about how to stay physically and mentally well, and give you some useful tips for staying safe online.

If you need some more help, please ask your parents/carers to contact us for you on [office@williambarcroft.ne-lincs.sch.uk](mailto:office@williambarcroft.ne-lincs.sch.uk) or 01472 501777.

## Learning at home

If you cannot attend school, we want to make sure that you can keep learning at home.

To make sure that you can learn from home, we have been speaking to you and your parents/carers to check you have access to all the resources and the equipment you need to do this. If you are worried that you are still unable to access online/home learning, contact the school as soon as possible.

We understand that there will be more distractions at home than in your classroom, so we do not expect you to work a full six hours with no break! It is important that you maintain a routine and ensure you are still learning, even during these strange times.

Whilst you are learning from home, we expect you to:

- Spend 4 hours a day on home learning
- Tell your parents if you need help with a task or message your teacher on Google Classroom
- Send in any work you have completed; this does not mean just marking the task as completed. You need to also upload your work or take pictures of your work and send them in. This means your teacher can provide feedback.
- Contact us if you cannot log on or do your work because you are poorly

### It is also important that you:

- Take regular breaks from schoolwork (every hour, take a ten-minute break).
- Make yourself a plan for your school day and stick to it if you can.
- Set some small goals for the day to help keep you focused.
- Keep a school routine – you could start and finish at a certain time every day.
- Avoid doing schoolwork in your bedroom if possible.
- Make it as much like a school day as possible – you could take your lunch and breaktime at the same times as you would at school.
- Avoid background distractions, e.g. the TV – this will make you more productive!
- Ask your parents to contact us on your behalf via [office@williambarcroft.ne-lincs.sch.uk](mailto:office@williambarcroft.ne-lincs.sch.uk) or 01472 501777 if you are struggling with your schoolwork.

## How to stay well

It is important to make sure you look after your physical and mental health.

To avoid aches and pains, you should make sure you have a sensible place set up to learn from. If possible, sit at a table or desk, rather than laying on your bed or the sofa.

If you ever feel unwell and can't complete the work set, you should make sure you let your class teacher know as soon as possible.

To make sure you are staying mentally well, try some of these ideas:

- Get into a routine – you could make sure you wake up and go to bed at the same time each day
- Talk to your friends and family – this could be over the phone, or via video call. Talk to your parents about helping you set this up.
- Stay active – try getting out for a walk every day with your family
- Eat three meals a day at regular times
- Ask your parents/carers to follow the pastoral Twitter feed (@WBJBernard) for regular wellbeing updates and activities
- Keep an eye out on Google Classrooms every Monday- take part in fun pastoral activity set by your year group Learning Mentor
- Use the time to develop a new skill –look at our school website for some ideas.
- Keep your room tidy to help you feel relaxed
- Do your schoolwork during weekdays between 8.50am-3.05pm.
- Read
- Talk to someone if you have any worries or concerns – all the adults at William Barcroft Junior School are still here for you during lockdown. If you want to get hold of your trusted adult to talk about a worry, we can make this happen. Ask your parents to contact school or send a message on Google Classrooms.
- Childline has a website called 'Toolbox', where you can find games, videos and methods to help you with your worries. There is even a 'Calm zone' for helping you let go of your worries. All of this can be found here: <https://www.childline.org.uk/toolbox/>



## Staying safe online

If you are spending all day at home, you will probably be spending more time online. You must remember to use the internet sensibly.

- Have tech-free mealtimes
- If you are contacting anyone by phone or video, make sure you do it in a family space
- Make sure you know how to report anything on the apps you use – most of the popular apps have a reporting function. If you need help with this, please ask your parents/carer
- Do not tell anyone your personal details when you are talking to them online. For example, do not tell people where you live.
- Do not accept friend requests, or talk to people, you do not know in real life.
- Tell your parents/carer/teacher if you are worried about anything you have seen online
- If you want to discuss your worries with someone else, contact Childline (<https://www.childline.org.uk/>).



## What to do if you're worried

There may be times when you're feeling worried or concerned about something. You should always tell someone if you feel this way:

- Parents, carers, or someone else in your family.
- Teachers or other adults at school.
- Anyone you trust.

If you are finding it difficult to speak to anyone some people find it helpful to write things down in a letter. Childline have a really handy letter builder you can find here: <https://www.childline.org.uk/info-advice/bullying-abuse-safety/getting-help/asking-adult-help/#Writesomeonealetter>.

We will stay in touch with you whilst you are learning from home, we will call you on your parent/carer's phone number. If there's something that's worrying you, or you want to talk to a different member of staff who you feel more comfortable with, you can say this on the phone call – remember, every worry is important, whether it is big or small.