

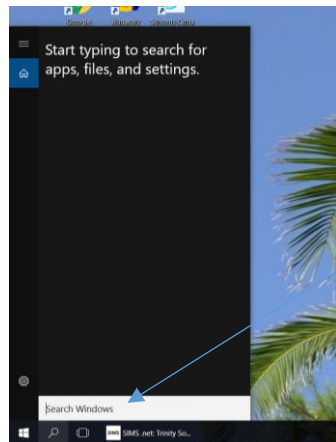
STUDYING AT HOME

This booklet has been designed to support you as you learn at home.

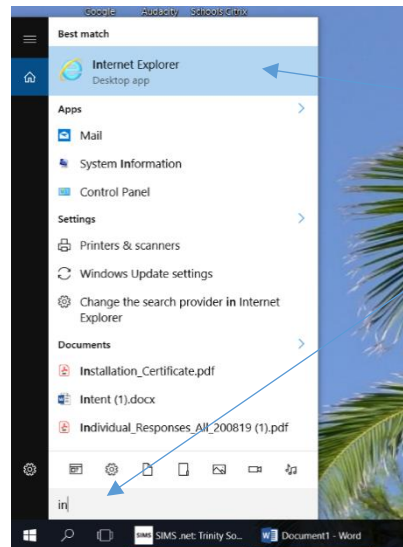
Top Tips for Learning at Home

GETTING STARTED – LAN Settings:

How to Change your LAN settings when you use your device at home:

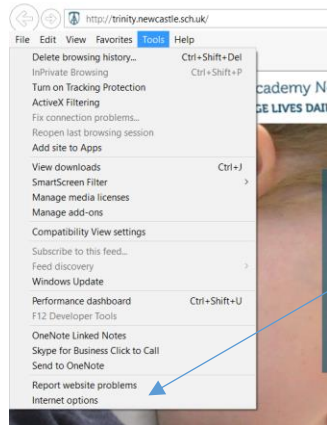


Click onto your magnifying glass to open your search bar

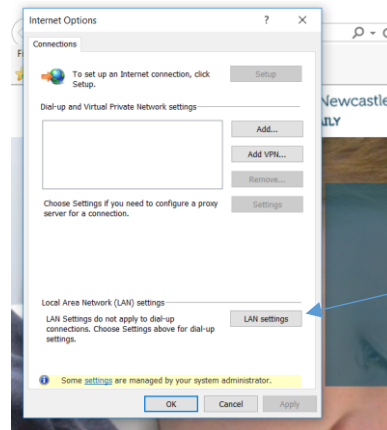


Type in Internet Explorer and then select.

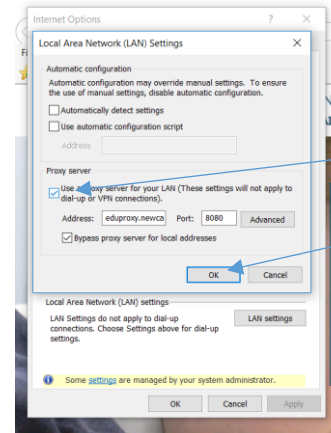
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Click onto Tools and select internet options

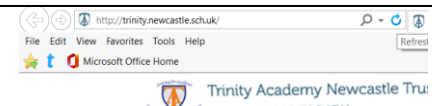


Click on LAN settings



Remove the tick from this box and press ok

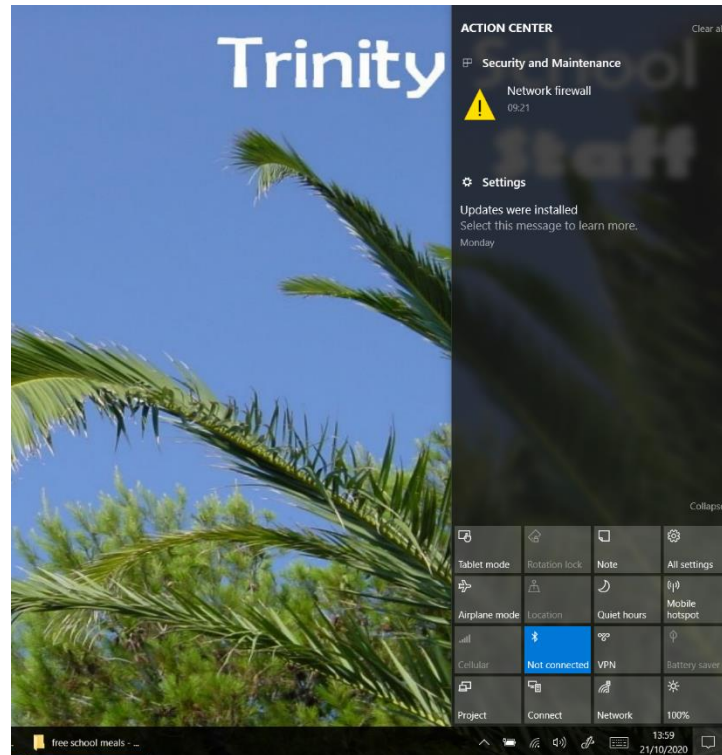
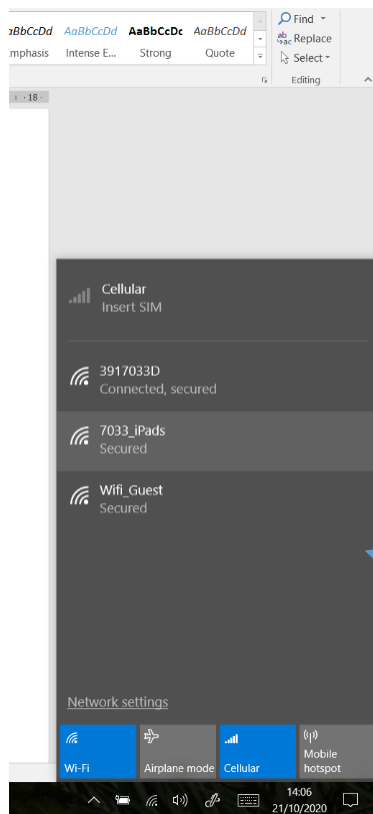
Refresh the page, then your Trinity Academy page should appear.



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Connecting to your WiFi network

if the full range does not appear, click expand



2. If the full range does not appear, click expand

3. Select Network

1. Click here

4. Select your home WiFi, by selecting connect, you will be asked to enter the password when you first connect.

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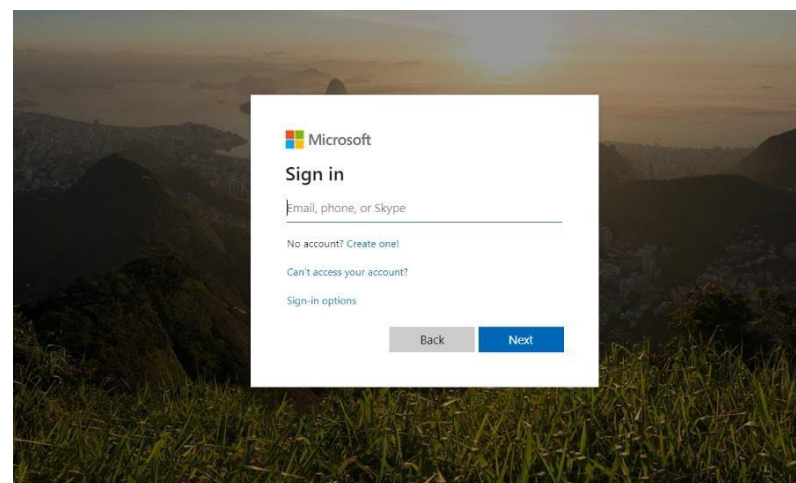
Logging in:

All learners at college will have been given their own personal login details in the following format:

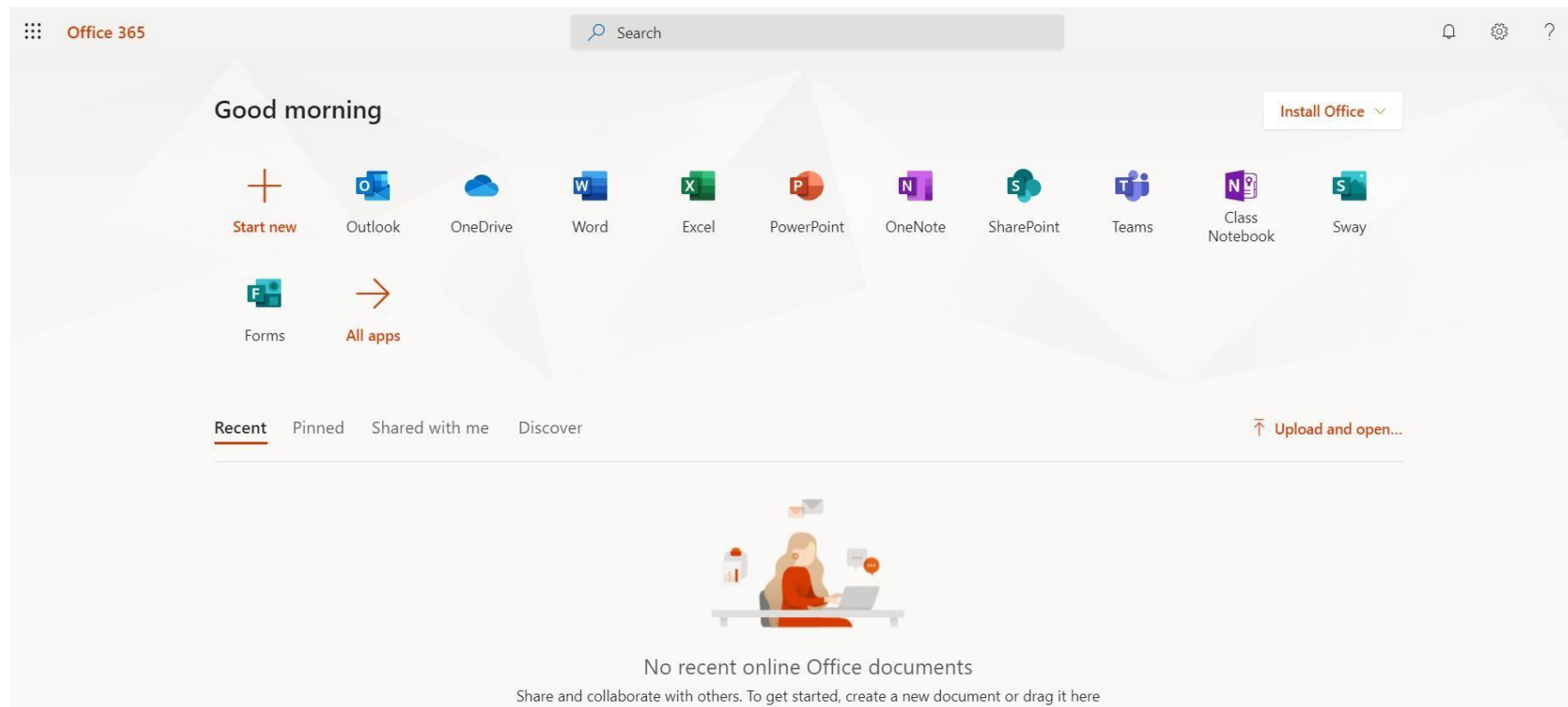
firstnamesurname@tanmat.org

In order to login, you will need to go to <http://trinity.newcastle.sch.uk/> where you will see the page displayed to the left.

Once you click the blue **'MyDrive'** button you will be taken to the page below on the right. Here you can enter your username (your email address) and your password (provided by us). Alternatively you can download the Office 365 and Teams app



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When you first login to your account on a computer, this is what you will see. From here, you can access the entirety of the Office 365 suite. This can be broken down into three key areas: Office, Outlook and Teams. Under these headings, the guide will explain what each tool is for and how to use it.

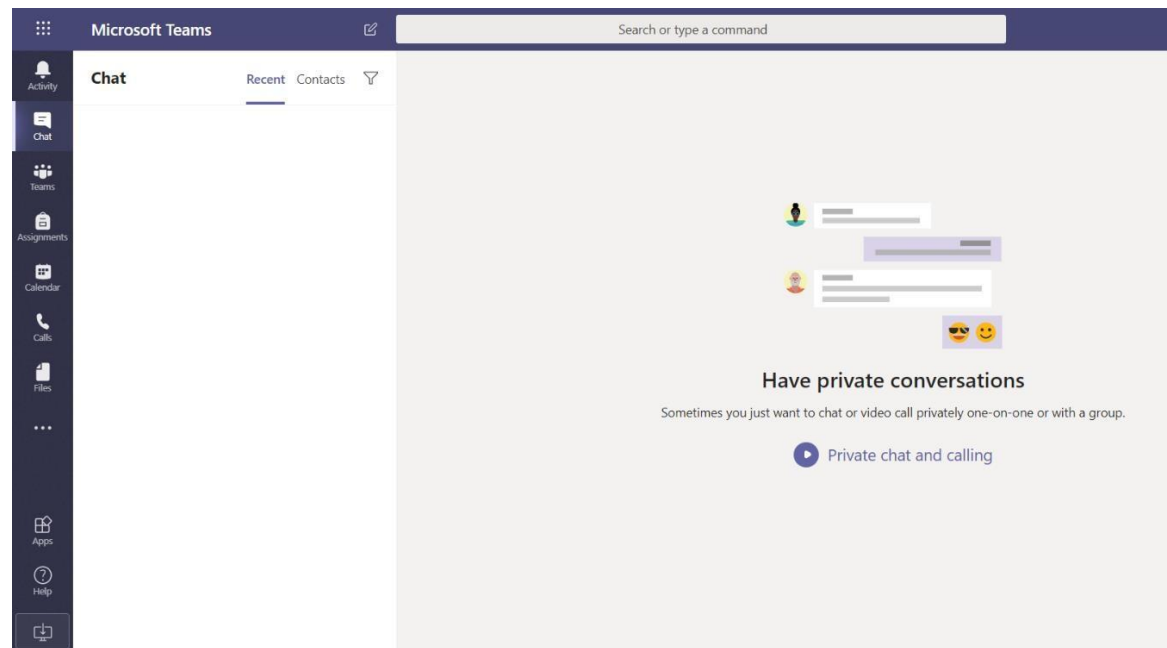
Top Tips for Learning at Home

Microsoft Teams



Due to the remote learning that is taking place, all learners currently have access to this feature. Teams is a video and audio meeting space that learners can join to talk to their teacher and their class mates. There are two key areas you will use: Teams and Chat.

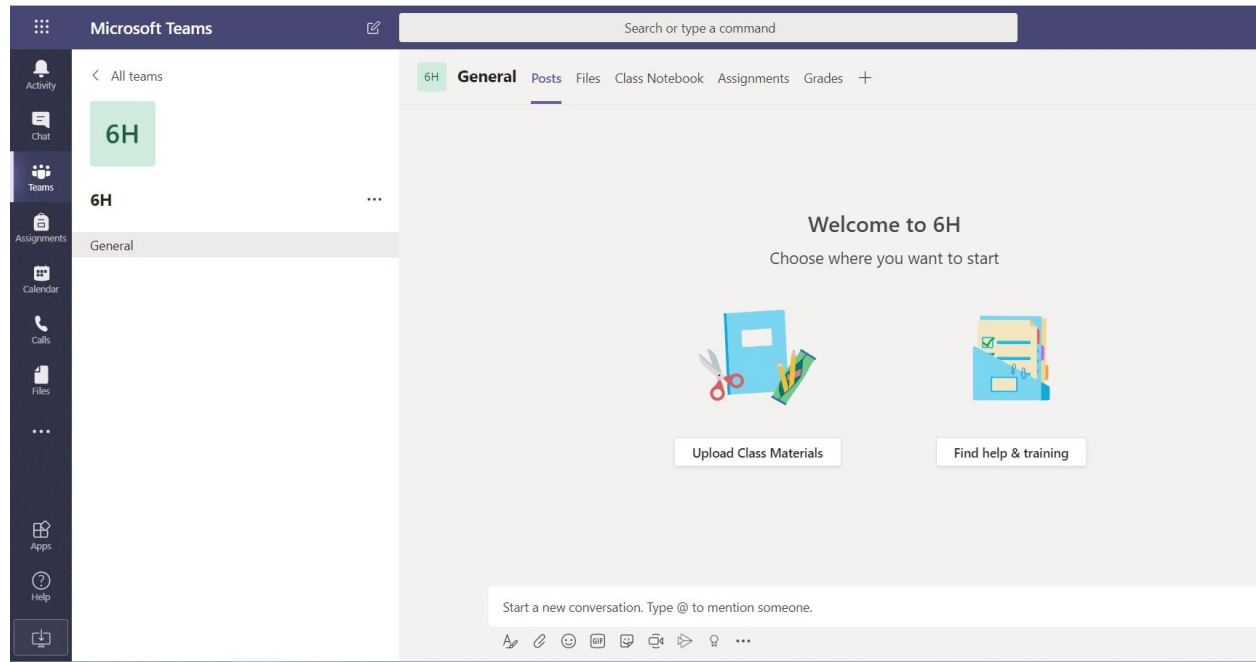
Microsoft Teams – Computer Instructions



This is the chat window within Microsoft Teams. You will need to download the desktop app.

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Teams Tab – Computer Instructions

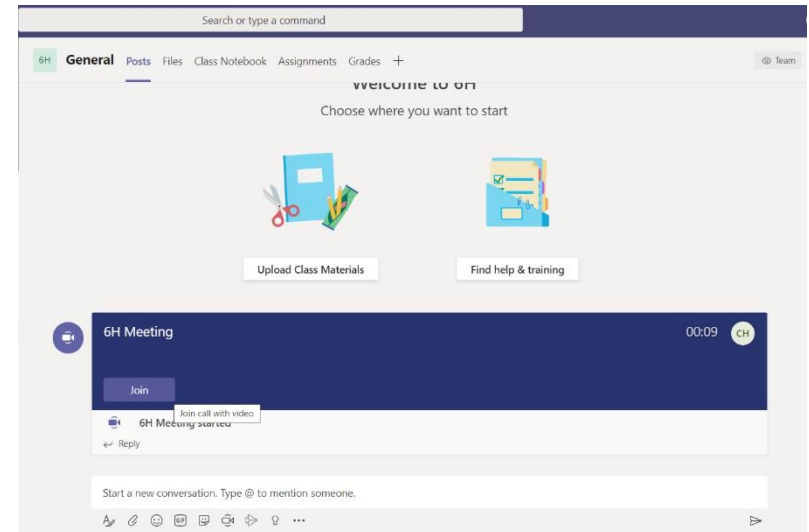


This is your team homepage when using a computer.

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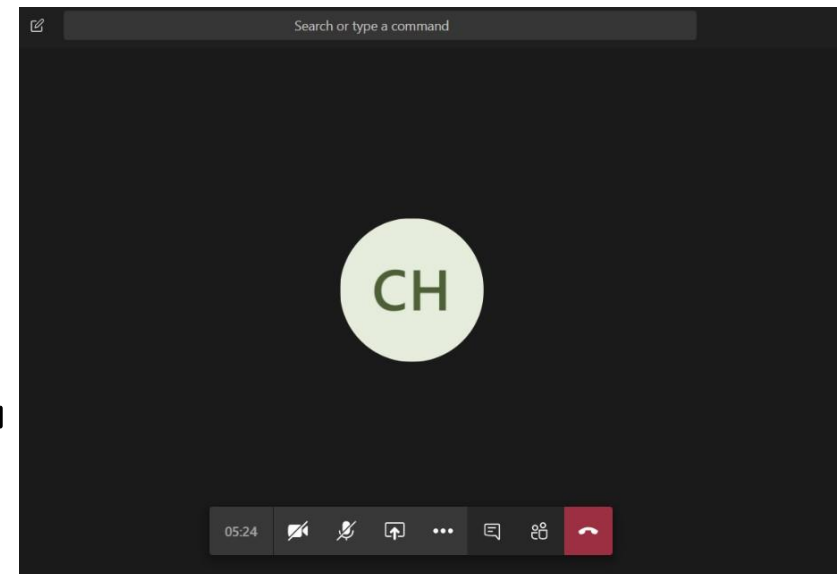
If you click on the 'Posts' button, you can see any posts, comments and documents shared by your teacher, and also any live meetings that you can join. In the screenshot to the right, you can see the teacher has started a meeting in 6H

– simply click it to join in!



When joining a Teams' meeting, this is what you will see on your screen. You can turn your video and audio on and off (or your teacher can). You can turn on and off your video or audio (or your teacher can). The name of whoever is talking will appear on the screen. Teachers can share slides, whiteboards and videos with you through teams.

If the teacher has muted you all so that they can talk, you can press the little message icon (in the middle of the screen your second from the phone icon) to type a question for your teacher or to ask to share something with the class. This way the teacher will be able to unmute you to share your thoughts and ideas!



KEEPING MOTIVATED



Set yourself goals each day.



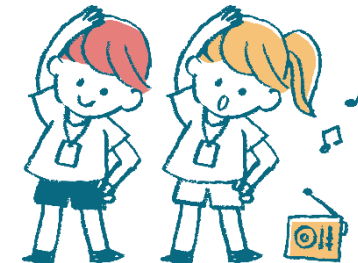
Work towards completing a task.



Ask those around you to get involved in your learning.



Keep in touch with others who are in the same situation.



A minimum of at least 20 minutes a day of any physical activity can create a positive mental attitude.

STAYING FOCUSED



For every 50 to 60 minutes of study time, plan a 10 to 15-minute break.



When taking a break, get a healthy snack for an energy boost, be active and take a short walk, or listen to music.



Schedule time for additional learning when you are at your most focused and alert. For example, you might find that you retain more information during the morning.

REWARDING YOURSELF

Having a drink.



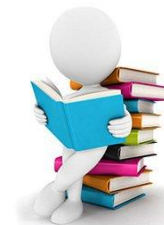
Eating your favourite healthy snacks.

Watching television during your breaks.



Chatting to friends online during your breaks.

Reading a chapter from your favourite book.



PLANNING YOUR TIME



Think about your learning style – do you prefer to work in short bursts or over longer periods?



Plan how much time you need for the work set in each subject.



Evaluate your plan every few days – is it still working and keeping you busy?

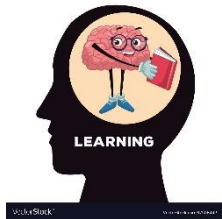
SETTING REALISTIC EXPECTATIONS



Learning at home is very different to being at school, accepting that there are more distractions is important. Managing these distractions and keeping them to a minimum needs to be part of your daily planning.



Studying on your own, for long periods of time, can become tedious – make sure that you are having regular breaks.



Learning at home, to this extent, isn't something you've ever had to do before, so be kind to yourself and allow time to get used to the new learning routine.

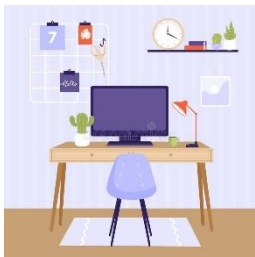
CREATING THE PERFECT WORKING ENVIRONMENT



Get started early – pretend you are going to school (try not to stay in your pjs!).



Follow a structured day (see diary planner).



Try to work in a cool, bright space, in a comfortable chair.



Take regular breaks! Have a quiet space with few distractions.



Have a quiet space with few distractions



Limit your social media time (use it as a reward!).

Top Tips for Learning at Home

MY WEEKLY PLANNER

Example -Weekly Planner

	9am-10am	10am - 11am	11am - 12pm	12pm - 1pm	1pm - 2pm	2pm - 3pm
Monday	Maths	English	Science	Lunch	PE/Exercise (Supervised or guided walk/ run/ workout)	Live Feedback Session Intervention Online resource
Tuesday	Maths	English	Humanities	Lunch	Recovery/PSHE	Live Feedback Session Intervention Read a chapter from your favourite book
Wednesday	Maths	English	Creative Art Activities	Lunch	PE/Exercise (Supervised or guided walk/ run/ workout)	Live Feedback Session Intervention Free study/ revision
Thursday	Maths	English	Computing	Lunch	Recovery/PSHE	Live Feedback Session Intervention / Complete set tasks or quizzes for another subject /Free study/ revision
Friday	Maths	English	Science	Lunch	PE/Exercise (Supervised or guided walk/ run/ workout)	Live Feedback Session Intervention
Resource type:	Teams Resource/ pack	Teams Resource/ pack	Teams Resource/ pack		Teams Resource/ pack	<ul style="list-style-type: none"> • Live Feedback Q&A Session • Online programmes • My Maths/ Lexia Reading/ Doodle etc • KS4 Personal study- (choice- personal interest)

Top Tips for Learning at Home


<h3>LOOKING AFTER YOUR MENTAL HEALTH</h3>	<h3>FOODS TO BOOST YOUR BRAIN</h3>
<p>Talk about your feelings – this isn't a sign of weakness, it's part of staying healthy.</p> <p>Keep active – regular exercise can help you concentrate, sleep and feel better.</p> <p>Keep in touch – try not to isolate yourself, catch up with friends on the phone or spend time with your family.</p> <p>Ask for help – we all sometimes get tired or feel overwhelmed. If things are getting too much for you, ask for help.</p> <p>Take a break – a change of scene is good for your mental health. It could be as simple as a five-minute walk around the garden!</p> <p>Eat well – your brain needs lots of different vitamins and minerals to stay healthy and function well.</p>	<p>Many foods can help keep your brain healthy. Some foods, such as fruits and vegetables, as well as tea and coffee, have antioxidants that help protect your brain from damage.</p> <p>Others, such as nuts and eggs, contain nutrients that support memory and brain development.</p> <ul style="list-style-type: none">➤ Fruits and berries – Apples are high in fibre and vitamin C. They make the➤ perfect snack if you are hungry between meals.➤ Strawberries are highly nutritious and low in both carbs and calories.➤ Nuts and seeds – Almonds are loaded with vitamin E, antioxidants and fibre.➤ Vegetables – Carrots are full of fibre and vitamin K and make a quick, preparation-free snack.➤ Broccoli contains a decent amount of protein compared to other vegetables.➤ Potatoes are loaded with potassium and contain a little bit of almost every➤ nutrients you need, including vitamin C.
<h3>ONLINE SUPPORT</h3> <p>To help support you and your mental health, Headspace is offering free meditations for sleep and movement exercises to help support a positive mood.</p> <p>www.headspace.com/covid-19</p> <p>There are simple things that you can do to look after your mental health. The 'Every Mind Matters' campaign gives you free advice, tips and plans to follow.</p> <p>www.nhs.uk/oneyou/every-mind-matters</p>	


Top Tips for Learning at Home

Lower School - Online Resources

Below are some websites that we subscribe to that you can access at home.

	
Daily times-table recall practice. Students can play on their own or against a classmate	
Website	https://trockstars.com
School Name	Trinity Academy Newcastle
Username	First 3 letters of <u>firstname</u> , first 3 letters of surname
Password	Random 3 digits – please ask for your login card

	
Learning materials and questions for children in Years 3-11 Tailored to your child's skills and knowledge Uses AI to adapt to student performance	
Website	https://app.century.tech/login/
School Name	Please ask your tutor for your log
Username	in code
Password	

	
Online reading books with quizzes and questions	
Website	https://www.oxfordreadingbuddy.com/uk
School Code	8q2np
Username	First name, surname initial, group number e.g. sarahn2
Password	Trinity20

Top Tips for Learning at Home

USEFUL LINKS	INTERESTING DOCUMENTARIES TO KEEP YOU BUSY...
<p>A variety of maths challenges and activities available for download. https://corbettmaths.com/ https://nrich.maths.org/</p> <p>Activities, quizzes and tests for all PSHE subjects (worksheets also available for download). https://www.bbc.co.uk/bitesize/subjects/ztvq9j6</p> <p>Short videos, clips and activities to test knowledge in a variety of subjects. www.bbc.co.uk/bitesize</p> <p>Thousands of interactive quizzes to take part in, testing knowledge in a wide range of topics and subjects. www.kahoot.com</p> <p>Making writing exciting www.pobble365.com</p>	<p>Journey to the Edge of the Universe – YouTube</p> <p>Planet Earth / Planet Earth 2 – Netflix / BBC iPlayer</p> <p>Blue Planet – Netflix / BBC iPlayer</p> <p>World War 2 in Colour (2009) – Netflix</p> <p>Natural World (various episodes) – BBC iPlayer</p> <p>Civilisations – BBC iPlayer</p> <p>Digging for Britain – BBC iPlayer</p> <p>The Secret Life of Books – BBC iPlayer</p> <p>Earth from Space – BBC iPlayer</p>

Top Tips for Learning at Home

Ensuring you are safe and secure whilst learning at home

1) Treat remote learning the same as classroom learning
Despite being at home, it's important to remember the same rules apply as being in the classroom, particularly in respect of behavior and conduct. Focus on learning and don't get distracted by your surroundings.

2) Use classroom language
If you are encouraged to communicate through emails and online messages, don't use shorthand text speak and write as though you would speak in class. Remember to be respectful and polite and avoid posting negative comments or spamming the chat.

3) Take regular screen breaks
Whilst remote learning might be an exciting experience to begin with, having prolonged periods of time in front of a screen isn't always healthy. Remember to have regular screen breaks where possible and in your spare time, try to get some fresh air and enjoy other activities away from electronic devices.

4) Always conduct video learning in an open space at home
To get the best experience from remote learning, it's important to create the right environment around you. Try to set up a mock 'classroom desk' at home in an open space so parents can supervise if necessary. Avoid bedrooms as this could be considered inappropriate.

5) Only communicate through approved school portals and platforms
It's important that you send messages and any pictures or images required for class through approved school channels, such as internal learning portals or approved platforms. This will help to keep your personal information safe and secure.

6) Stick to teacher rules and guidelines around online learning
Your school should issue you with guidance around remote learning and the rules to follow. Always maintain classroom behaviour and try to remember that you are in a learning environment and not a social setting.

7) Dress in school uniform
As part of your learning environment, try to maintain school uniform/dress. This will help as part of replicating classroom learning in the home. Try to avoid wearing anything too casual as this could be deemed inappropriate for school.

8) Don't share passwords or other sensitive information
In order to begin your online lessons or to gain access to learning materials, you may be provided with login details and passwords. In the same way you keep your personal details private, always keep these safe and never share them with others.

9) Don't use school platforms to discuss personal matters
It's important to keep your school communication channels separate from your own personal communication with friends and family. Don't be tempted to engage in casual discussions or send images, videos or links via official school apps or platforms that aren't associated with your learning.

10) Look after your mental health and wellbeing
Remote learning ultimately means working alone and missing out on daily social interaction with your friends. If you ever feel frustrated, low or sad, it's important to discuss how you feel with your parents or your teacher. Keeping in touch with friends over the phone or on social media can also help to keep your spirits up.

ADVICE FOR PARENTS

- Regardless of your child's age, it is important to have a schedule for them during their additional time at home. Educators recommend providing structure to each day by allocating time to different activities and sticking to this on a day-to-day basis.
- Home learning doesn't mean that you have to be the teacher. Use the things available to you, such as work sent by the school or the many online free resources.
- Try to fit exercise into the daily routine. If outdoor activity isn't an option, there are many workouts or yoga classes for young people available on websites such as YouTube.
- Your child will still need to socialise with their friends and peers. If this is not something they can do face to face, then it is important to allow them time to chat to friends on things like TEAMS Chat for example. If you are concerned about their time spent online, the following organisations can provide useful advice.

CEOP

www.ceop.police.uk/safety-centre

The Children's Commissioner 'Digital 5 a Day'

www.childrenscommissioner.gov.uk/our-work/digital/5-a-day

Net Aware NSPCC

www.net-aware.org.uk

NSPCC Online Safety Helpline

0808 800 5002

National Online Safety

<https://nationalonlinesafety.com/hub/search>

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