

Coronavirus (COVID-19): child-friendly remote learning information handout

All schools should be doing what is reasonably possible to keep all pupils safe, even whilst they are learning at home. During this difficult time, the majority of pupils will not be physically attending school – as such, it is important that schools ensure the correct support is in place for them, helping to minimise the impact on their education.

It is important that open communication surrounding the dangers pupils may face online is encouraged throughout the school. Pupils should be well-informed and conscious of the way they conduct themselves whilst learning from home and using the internet.

Schools can use this template to communicate to pupils how they can avoid risks to their physical and mental wellbeing if they must work from home, and how they can stay safe whilst doing so.

The DfE has published a list of online education resources to help pupils to learn at home. The list includes subject-specific resources for English, maths, science, PE and wellbeing, and resources for pupils with SEND. Your school can direct families to this page to access these free learning resources, if required. If you decide to use these resources, you should outline this in your handout in the section describing your school's work plan for learning from home. You can access the list [here](#).

How to use this template:

1. As you read through the template, add and amend school-specific details as necessary. To help you find these amendable elements, such as responsibilities and timescales, we've highlighted them in yellow and underlined them, e.g. two years.
2. Where prompted, enter school-specific information such as your unique expectations and procedures.
3. Where **[blue bold]** text is used, you will be prompted to add any school-specific information into the document. If these are not applicable to you, please delete as appropriate.
4. Enter any further information you wish to include in this document.
5. When you've finished amending your document, simply click the 'Insert' tab, select 'Cover Page' and click 'Remove Current Cover Page' to remove this page.
6. Remember to add this template's article page to your 'Watchlist' to be notified immediately when any change is made. You can add articles to your 'Watch list' by clicking the blue bell icon on the right of the article page!

Staying safe when learning at home

We have put together some guidance to help you with learning at home during a partial school closure due to coronavirus. This guidance 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 to contact us for you on [email](#).

Learning at home

This is a confusing time for everyone; however, we want to make sure that you can keep learning, even at home. We have made a work plan for you so that you know how much work we expect you to do, how long you should spend on each task, and how to submit your work [at the end of the day](#).

[Please detail here your school's work plan for learning from home. You should include your expectations for the level of learning from each child and age group, how the work will be delivered to pupils, and the deadlines for the tasks that are set.]

We understand that there will be more distractions at home than in your classroom, so we don't 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 circumstances.

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

- Spend at least [one hour](#) on each task we set you
- Complete [three](#) tasks in a day
- Tell your parents if you need help with a task
- Send in any work you have completed [at the end of each day](#)



It is also important that you:

- Take regular breaks from schoolwork (e.g. every hour, take a ten-minute break).
- Make yourself a plan for your school day and stick to it if you can – don't worry if you stray off path!
- Set some small goals for the day.
- Keep a school routine – you could start and finish at a certain time every day.
- Avoid doing schoolwork in your bedroom.
- 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 [email](#) if you are struggling with your schoolwork.

How to stay physically well

To ensure you protect your health whilst you are learning at home, you should always follow the advice from the government. That means listening to social distancing advice (e.g. not meeting friends or leaving the house unnecessarily) and taking the following actions:

- ✓ Washing your hands with soap and water often for at least 20 seconds (the time it takes to sing happy birthday twice!)
- ✓ Using hand sanitiser gel if soap and water are not available
- ✓ Washing your hands as soon as you get home (if you've been out)
- ✓ Covering your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- ✓ Putting used tissues in the bin immediately and wash your hands afterwards
- ✓ Telling your parents if you feel poorly, even if your symptoms are mild
- ✓ Resting and drinking lots of water if you feel poorly



You should not:

- ✗ Touch your eyes, nose or mouth if your hands are not clean.

How to stay mentally well

Whilst it is important to make sure you look after your physical health, it is just as important that you look after your mental wellbeing too. You must ensure you look after your wellbeing while you are at home. 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
- Set yourself some achievable tasks – you could try a new recipe you've been wanting to try for ages!
- Talk regularly with your friends or extended family – you should always talk with your parents about how to set this up
- Stay active – try getting out for a walk every day with your family or doing PE with Joe Wicks! (<https://www.youtube.com/channel/UCAxW1XT0iEJo0TYIRfn6rYQ>)
- Eat normally – make sure you have three meals a day at regular times
- Try practising breathing techniques – the charity Mind has lots of helpful information here: <https://www.mind.org.uk/information-support/tips-for-everyday-living/relaxation/relaxation-exercises/>

- Use the time to develop a new skill – you could start painting, learn a language or learn how to bake!
- Make sure you get some rest
- Keep your room tidy to make sure you feel relaxed
- Don't do your schoolwork in the evenings or weekends – you need to balance your home life and school life
- Try not to watch the news too often
- Keep a journal or diary
- Read more often
- Talk to someone if you have any worries or concerns – you can also find a whole list of places that can help if you don't want to speak to your family here: <https://www.mind.org.uk/information-support/for-children-and-young-people/useful-contacts/>
- [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/](https://www.childline.org.uk/toolbox/)



Staying safe online

As you are now spending all day at home, you will likely be spending more time online. Whilst there are many positive aspects of using the internet, such as keeping in contact with those you can't see and staying entertained, you must also remember to use it sensibly.

[If you are using online resources for pupils to learn, such as Zoom, Google Classroom, or ClassDojo, please detail what you expect of pupils, and what measures you have in place to mitigate any risks from using the internet for the purposes of learning. You should also include the details of reporting routes in the case of an online safety incident.]

Now you are at home, you should consider the ways you can stay safe and maintain a healthy relationship with the internet by doing the following:

- Having tech-free mealtimes
- Not keeping your phone or tablet in your bedroom
- Before contacting any friends using a device, ensuring you have asked your parents and that they have made sure the right settings have been applied to your account to keep you safe
- If you are contacting anyone by phone or video, make sure you do it in a family space
- Making sure you have the right settings applied to the apps and websites you use, so you don't see anything you don't want to and can limit who can contact to you
- Making 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
- If you need to report something that you've seen online, ensuring you use Child Exploitation and Online Protection command (CEOP) (<https://www.ceop.police.uk/safety-centre/>) and the UK Safer Internet Centre (<https://www.saferinternet.org.uk/our-helplines>)



- Telling your parents if you are worried about anything you have seen online
- If you want to discuss any worries with someone else, contacting Childline (<https://www.childline.org.uk/>), Kooth (<https://kooth.com/>), or any of the contacts listed here: <https://www.mind.org.uk/information-support/for-children-and-young-people/useful-contacts/>

What to do if you're worried

During this time, there may be times when you're feeling worried or concerned about something. You should always tell someone if you feel this way – even if it doesn't seem like an important thing. There are lots of different people you can talk to whilst you're at home, including:

- Parents, carers or someone else in your family.
- Teachers or members of school staff.
- Doctors, nurses or online counsellors.
- Anyone you trust.



If you are finding it difficult to speak to anyone, you can start the conversation with something small, like telling someone what you had for lunch, or what you learnt that day.

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, this will be via your **parent's phone number**. If there's something that's worrying you, or you want to talk to a specific member of staff who you feel more comfortable with, you can discuss this on the phone call – remember, every worry is relevant, whether it is big or small.

If you are worrying about something relating to a classmate, this is also a very relevant concern. You should always tell a member of staff in this case and we will do what we can to help. We will always let you know if we need to share what you tell us with anyone.

Remember, you can get in touch with any of the organisations listed in the 'How to stay mentally well' section of this handout.