

Nirvana Academy

Students Guidelines: Online Learning Program

Dear Students,

We hope you are making the best of your time at home but more importantly staying safe and healthy. To help you cope with the situation here are some tips to apply at home.

Your teachers will be in contact with you and will provide you more details on how we will go about the new Online Learning Program. Please contact your teachers if you haven't heard from them by Thursday, 23rd April 2020. This is new for us all and we hope we can adapt to this new way quickly and make the most of this difficult time.

Schedule – Creating a schedule and assigning parts of your day to specific tasks can help you to stay focused and achieve your goals. Discuss with your parents the best structure for your circumstances. Put your schedule somewhere visible, such as on the fridge or kitchen cabinet, and try to stick to it. Learning at home will be tricky at times and while teachers will respond to you as quickly as possible they may not always be able to respond immediately. It is important therefore that you think about similar tasks that you have completed in the past, trust your instincts and get started. In most cases you will know what to do.

Friends and Family– Stay connected with your friends and family. Set aside specific times in your day to 'check in' with others; to share news, jokes, and highlights of your day. Where possible take part in joint activities, such as cooking or playing board games, with the people at home. **Ambition** – Embrace the challenges that your teachers set you and aim for personal bests. You are likely to gain greater enjoyment from your learning and achieve more if you set yourself ambitious goals and try your best. You must also remember to be kind to yourself and not to worry if things do not go as planned; we are all new to 'Online -Learning' and things will go wrong from time-to-time. Invest time in being active.

You should aim to start work promptly, work carefully, attend to detail, reflect upon your learning and respond to the instructions and feedback of your teachers.

Space for learning – Agree where in the house you will set up your 'space for learning'. Try to find a quiet and well-lit space that is free from distractions such as the TV. Ideally you should not take a mobile phone into your learning space.

Be careful: Be aware of online advertisements, games and other harmful sites. If you encounter such things, share to your parents or teachers. Take the permission of your parents to share your personal information, photos, videos and documents online. Do not bully others and inform your teachers and parents if you are bullied in online Medias. Use appropriate words and language in the online platform used by your teachers. Make sure that you are not misusing social networking sites. Talk to your teachers and parents about the safe and accurate websites for research. If you use online information, make sure you cite where you get the information.

Discipline: Indiscipline in real classroom is managed and controlled by teachers and the matter dissolves. But one mistake in online / virtual classroom is forever as ** screenshots, forwards, recordings, etc. So the learners need to be aware of digital manners to behave in online classes.

Regular updates: As your teachers have trackings in all that you do in your online classes, make sure you update anything that requires attention and submit your assignments on a given timeline.

More importantly make the best use of this Online -Learning opportunity and stay safe.