



## A guide to help me during my school day



**08.00am** Start your day with a healthy breakfast. This will give you the energy to focus and learn for the day.



**08.20am** Before you start online learning, take time for you, and ask yourself the following...

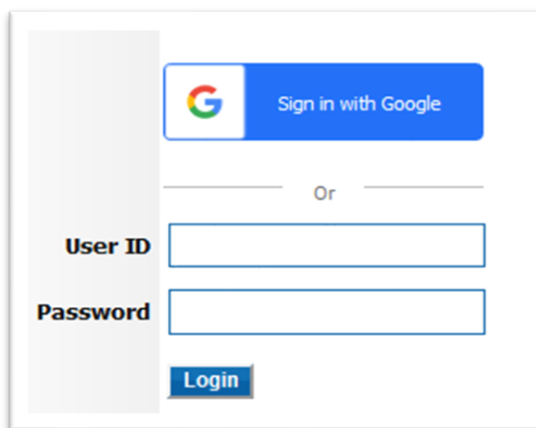
- Today I am grateful for...
- My favourite (e.g. food, artist, sports player etc.) ... is ...
- The person that makes me happy is...
- Today I feel... (*rate your feelings on a scale of 1-5*)



**08.30am** Open up your school journal and look at your timetable for the day. Ask yourself:

- What classes do I have today?

- What books and copies do I need to get out of my bag for these classes?
- Have I pens and pencils ready?
- Is my computer/laptop/tablet/phone charged for the day?
- Have I switched on my device?



A screenshot of a login interface. At the top, there is a blue button with the Google 'G' logo and the text 'Sign in with Google'. Below this is a horizontal line with the word 'Or' in the center. Underneath are two input fields: the first is labeled 'User ID' and the second is labeled 'Password'. At the bottom of the form is a blue button labeled 'Login'.

### 08.40am Logging Online

- Type in [www.gmail.com](http://www.gmail.com) (or click on the app)
- Type in your User ID and Password



Check your email. Find out how you will be learning in each of your classes today. Ask yourself:



1. What classes will my teacher be sending me work through email?

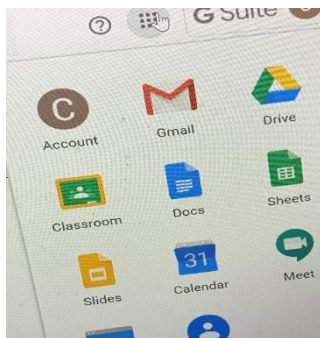


2. What classes will my teacher be sending me work on Google Classroom. *(Most of your lessons will be through Google Classroom)*

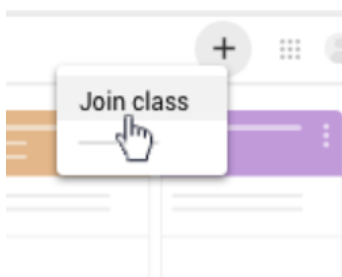
### How do I log onto Google Classroom?



- Click on the box of dots on (which is on the top right hand of the corner of your Gmail page if you are using a desktop or laptop computer)



- A scroll down menu with icons will appear on the page. Click on the box that reads Classroom.



- If you have not yet joined a class, ask your teacher to email you the code that you need and type it in (clicking on the + sign)



- Click into the classes that you have on Google Classroom at the time they appear for the day on your timetable.



- If you are using your phone, you can download the 'Google Classroom App' on your phone and click on that to log onto your classes.

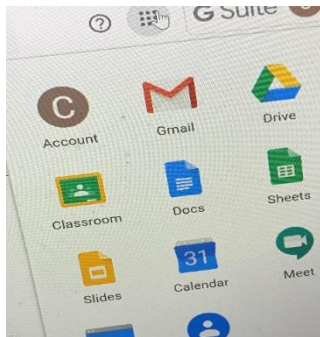


**3. What classes will I have on Google Meet? *(These will be the live classes that your teacher will be hosting online)***

## How do I log onto Google Meet?



- Click on the box of dots on (which is on the top right hand of the corner of your Gmail page if you are using a desktop or laptop computer)



- A scroll down menu with icons will appear on the page. Click on the speech bubble that reads Meet.

+ Join or start a meeting

Join or start a meeting ×

Enter the meeting code or a nickname. To start your own meeting, enter a nickname or leave it blank.

[Learn how to schedule a meeting in Calendar](#)

Continue

- Click join a meeting.
- Type in the code that your teacher emailed you for the online class.

When Mon 20 Apr 2020 12pm – 1pm Ireland Time

Joining info Join Hangouts Meet

[meet.google.com/ssz-msyy-uad](https://meet.google.com/ssz-msyy-uad)

- Or you can click on the link to the online class on Google Meet that your teacher emailed you.



- If you are using your phone, you can download the 'Google Meet App' on your phone and click on that to log onto your online classes.

**08.40 – 10.50am** What will my school morning be like?

Be on your computer/laptop/tablet or phone ready to learn.



You will have three classes in the morning:

Lesson 1 – 08.50-09.30

Lesson 2 – 09.30-10.10

Lesson 3 – 10.10-10.50

**10.50 – 11.05am** Enjoy your morning break.



- Take a breather. Step away from your computer device/phone and have a snack to eat.

**11.05am – 13.05** What will my school morning be like after small break?

Be on your computer/laptop/tablet or phone ready to learn.



You will have three classes after your small break:

Lesson 4 – 11.05-11.45

Lesson 5 – 11.45-12.25

Lesson 6 – 12.25-13.05

**13.05 – 13.40** Enjoy your lunch break.

## CLEAR YOUR HEAD

- Take a breather. Step away from your computer device/phone and have a snack to eat.
- If you can, step outside for some fresh air. Go on a short walk to clear your head. Listen to music. Kick a football.
- Have a chat with a member of your family.

### 13.40 – 15.40 What will my school afternoon be like?

Be on your computer/laptop/tablet or phone ready to learn.



You will have three classes in the afternoon:

Lesson 7 – 13.40-14.20

Lesson 8 – 14.20-15.00

Lesson 9 – 15.00-15.40

15.40 Your classes for the day are complete. Time to unwind. Why not try these activities to help you switch off from schoolwork and relax?



## Do a breathing activity



- Find a relaxing place, sit comfortably, and set a timer on your phone for one minute.
- Breathe deeply in and out while paying attention to any sensations you notice or sounds you hear.
- Take another slow deep breath, imagine the air moving down into the lungs and back up.
- Take one more deep breath and hold for a moment, then release it.

## Spend a minute being mindful

Ask yourself:



- What can I hear?
- What can I smell?
- What can I feel?
- What can I see?
- What can I taste?

## Take time out to relax in the afternoon



- Spend your afternoon doing activities that you enjoy.
- You could go for a short walk.
- Listen to music.
- Do some sketching or colouring.
- Help at home with cooking/baking.
- Spend time with your family.
- Have a chat with friends online.
- Play a board game or cards.
- There are great suggestions of activities to do on the Creative Corner of our school website.

**Do the best that you can.**

**Please remember, that your teachers are here to support you 😊**