

**Episcopal Counseling Department:  
Managing Online Learning in Lower School**

When using online learning, here are some helpful tips to provide structure and support, as well as brain breaks, during learning time at home:

- **Develop a routine for your child.** A consistent routine with time built in for school work and breaks can be helpful. Remember that when your child is at school, they have recess, lunch, PE and break times throughout the day. Find a routine that works for your family. If you need help creating a routine, reach out to your division counselor for support.
- **Minimize distractions.** Often, children and teens can find themselves distracted by phones, televisions, and other devices. Talk with your child about ways to minimize these distractions, such as placing their phone in the kitchen and making sure other devices are turned off.
- **Consider your workspace.** It is important to have a workspace that encourages learning and productivity. Some children and teens are able to work effectively in their bedrooms, but for others this space can contain distractions, such as toys, gaming systems, and other devices. Consider setting up a dedicated workspace in a common area, such as the kitchen table, which helps to minimize these distractions and allows you to monitor your child's progress.
- **Communicate with teachers.** It is especially important to monitor email and communicate with teachers since face-to-face interactions are not available.
- **Follow online learning guidelines from Episcopal.** Help your child to read, understand, and follow these guidelines to ensure there is not a disruption to their progress in their classes.

If you or your child is having anxiety symptoms or academic challenges, please reach out to your division or learning support services counselor by email for support. While students are working from home, we will be connected digitally.

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