Welcome to your copy of Get Set, Go! This booklet has been designed to support you during the Coronavirus pandemic and to help prepare you for the next stage of your educational journey. It has lots of tips, guidance and activities that you can complete!

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We know that your time at secondary school didn't end quite how you expected it to. Take a look at the activities in this section to help you to remember all the great things about your time at school over the years!
LOOKING BACK

Two Things You Are Proud Of:

Your Favourite School Memory:

What Will You Miss The Most About Secondary School?

Two Things You Want To Achieve Next Year:

One Thing You Want To Get Better At:

Three Life Lessons School Taught You:
We know that your last day of Year 11 may not have been the one you wanted or imagined back when you started in Year 7.
You may not have been able to say goodbye and thank you to a member of staff or your friends.
Was there a member of staff that inspired you or helped you along your secondary school journey? Would you like to say thank you to a good friend for times you shared?

Use our letter or postcard template on the next pages to say 'thank you' to someone who supported you in some way.

Being grateful and able to say 'thank you' are positive ways to spread kindness - don't feel embarrassed or shy!

You could post your letter to school, or take a walk and drop it at reception!

Feeling creative?
Design your own 'thank you' template or create a drawing of your time at secondary school

Research some postcard/card apps to create one online (check the cost involved first!)
Thank You!

NAME

CLASS

DATE

Dear

Best Wishes
WRITE A NOTE OF APPRECIATION

Just a little note to say...

To:

From:
We know that life isn’t looking quite how you’d expect it to at the moment. You thought you would be spending time with friends, finishing up exams or making the most of your summer holidays.

We’re living in difficult times, and that can make us feel anxious, stressed out or worried about the future. All of these emotions are natural - some days you might be feeling positive, and some days you might feel like you don’t want to get out of bed. Rest assured that you are not alone, and we’re all in this together.

This section is for you to focus on yourself. Take some time out of your day to work through some activities that might help you feel calmer and more positive about what’s to come.
BE KIND TO YOUR MIND

WELLBEING BINGO CHALLENGE!

1. Spend 15 minutes completing a puzzle or brainteaser, like a sudoku or a wordsearch
2. Make a family member breakfast
3. Go for a walk and leave a positive note for someone to find
4. Have a go at baking some cookies or cupcakes!
   Check that it is ok to use the ingredients first!
5. Get out of your PJs! Get up, washed and dressed as if you were going out the for day
6. Declutter your camera roll by deleting all those memes or photos you don't need!
7. Download a mindfulness/wellbeing app on your phone
8. Research three different careers that you are interested in
9. Call a friend or relative that lives far away - avoid WhatsApp or texting for this challenge
BE KIND TO YOUR MIND

WELLBEING TIPS

SWITCH OFF!

As much as you may love the company of your friends and social media, sometimes switching off from everything, pampering yourself and even going for a walk can contribute to having good mental health.

Try it: Turn off your phone for an hour a day to avoid feeling overwhelmed

COMMUNICATE!

Sharing is key! Communication is crucial for our mental wellbeing. It may seem like an obvious tip, but it can become easy to shy away from it. Do not keep your feelings to yourself; your family, friends and school are your support system.

Try it: Keep a weekly diary or journal to help manage or track your emotions

BE YOU!

You are brilliant just the way you are - do not compare yourself to others. The best thing you are good at being is you! You never know, you being yourself could impact others greatly.

Try it: Research ‘positive affirmations’ online or on the app store, and write down a list of things you like about yourself
Keep up your hobbies and try out new ones! The Coronavirus has led to many of us having more free time than usual - try and use your extra free time to think about self-development. Now is a great time to experiment as there are lots of free resources and classes available to try.

**Try it:** Download a languages app and learn Mandarin, the most-spoken language in the world!

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There are so many benefits to exercising regularly. Regular exercise can release "feel good" endorphins that keep your positive energy up, boost your confidence and help you concentrate!

**Try it:** Try a free online class by searching on YouTube. Yoga is great for the mind!

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Develop good eating habits by having regular meals and including fruit and veg in your diet. Often when we eat and what we eat can have a direct link to how we feel!!

Maintaining a healthy sleeping pattern is important for retaining information. You should be aiming for eight - nine hours of sleep per night!

**Try it:** Get into the habit of going to bed before 10.30pm twice a week during the holidays!
BE KIND TO YOUR MIND

QUARANTINE ROUTINE

Most of us have gone from having a lot of structure to our day to none at all in a short space of time. Being in lockdown and not having your exams to focus on may mean you have found it difficult to adapt. Routine can be a great help to support our mental health, and will help make the transition back to education easier. Try our simple quarantine routine once a day, or once a week, to help you set out achievable goals during this strange time!

DREAMS

Do one thing today for your dreams - what are your hopes and goals for the future? What steps can you take to get there?

HOME

Do one thing today for your home - maybe you need to tidy your room? Sort out any clothes you no longer want? Could you ask if there is anything you can do to support your parent/guardian around the house?

STUDY

Do one thing today for your studies - this doesn't have to be school work. Do you have any hobbies or extra-curricular interests? Maybe you could find a free online course and complete one hour each week?

MIND

Do one thing today for your mind - take a look at our wellbeing activities or find one of your own. You could try mindful colouring or download a wellbeing app and complete an activity.
Have you learnt a new skill during lockdown? Have you been involved in community fundraising or support? Try our step-by-step guide below for creating your own video blog (vlog) to share your knowledge or inspire others!

**Tips and Ideas**

- Perfected that make-up routine or learnt how to cook family recipes during lockdown? Have a go at creating a tutorial about a new skill!
- Keep a weekly vlog about life as a young person dealing with the Coronavirus pandemic.

**Safety**

- Always check the legal age requirements for certain social media platforms.
- Check with a parent or guardian to get permission before signing up or creating any content.
- Never post or share any personal information online - that includes your school, the area that you live in or your full name.
1. Research famous vloggers - what do they do? How do they engage their audience? How long are their posts?

2. Purpose - what is your vlog's purpose? Make sure you define this at the start.

3. Create a YouTube Channel or new Instagram account. It is best to keep your personal social media separate. There are other platforms you can use!

4. Your brand - create your channel's name. Think of something creative or whatever feels natural to you and your purpose.

5. Plan your first two or three vlogs. What exactly are you going to cover in the first film? Will it be an intro clip or a full post?

6. Design your channel or page - search for some templates or design tutorials to help.

7. Film your vlog! Stay calm, don't over plan it or learn a script. Be as natural as possible! Speak clearly and at a normal pace, and don't forget to sign off with a personalised phrase or gesture.

8. Edit and promote your vlog - share the link or account with friends and family.
Take a look at the sites below for more help, guidance and resources during the Coronavirus pandemic and beyond.

1. **YOUNG MINDS**  
   TIPS, ADVICE AND ACTIVITIES  
   [https://youngminds.org.uk](https://youngminds.org.uk)

2. **CHILDLINE**  
   TO TALK THROUGH ANY CONCERNS OR WORRIES WITH AN ADULT  
   [https://www.childline.org.uk/](https://www.childline.org.uk/)

3. **UNICEF**  
   STEPS TO PROTECT YOUR MENTAL HEALTH  

4. **BBC BITESIZE**  
   CORONAVIRUS INFORMATION  
   [https://www.bbc.co.uk/bitesize/articles/z6vdd6f](https://www.bbc.co.uk/bitesize/articles/z6vdd6f)
Take a look at the activities, tips and guidance over the following pages to help you prepare for the next stage of your journey!
Looking Forward

Your Online World

How to communicate effectively and professionally online

Now that you are moving to the next, more independent stage of your education, you will start to use online platforms, emails and electronic methods of communication. You may start to look for a part-time job, or converse with universities or employers, so knowing your online "Dos and Don'ts" is the key to presenting yourself in a professional manner.

We have seen a shift to online learning and communication due to the Coronavirus, and it looks like these methods are likely to be utilised long after Coronavirus becomes a distant memory!

You are as responsible for your behaviour online as much as you are for your behaviour in real life. There are laws and regulations that can hold you accountable for any behaviour that goes against these. Remember that you leave a 'digital footprint' for every post, search or comment you make!
**Be Respectful**

There are lots of different opinions out there online that you may not agree with. We have to remember to respect others’ opinions gracefully and treat people with respect. Behind every account is a real person with feelings!

**Privacy**

Make sure you keep your personal social media accounts on private mode to keep you safe. Never post about your location or give out personal information.

It is not unusual for employers to do a quick online search for potential candidates, so ensure you have enabled all privacy settings.

**Do Your Research**

Sadly, fake news is on the increase so it is important to do your research when it comes to news stories or headlines. Always check the source of the information to see if it is a source you recognise, and go beyond the headline to check for any errors that may suggest it is not authentic.

**Be Positive**

You are the change you want to see in the world. How can you use the internet to spread positivity? Could you support local organisations, such as charities, or simply share a good news story to your followers on social media? Think about the different ways you could do this.
Whether it’s for further study or a part time job, you will begin to write emails to individuals and professional organisations. But how do we actually write a professional email to a business or stranger?

Opposite, you will find an unprofessional email and some hints about how to make your email a success.

**Try It:** Using the example, come up with a list of “dos and don’ts” for writing emails that you can keep in your phone or folder for when you need it. You could then try and write your own professional email enquiring about a part time job or work experience.
EMAIL ETIQUETTE

How to communicate effectively and professionally online

Email subjects are key to telling someone what your email is about. Jess' subject heading tells Laura nothing and gives the email a casual tone.

Always greet your recipient in your emails - 'Hi', 'Hello', 'Dear' are all great ways to do this.

Always check your email for spelling and grammar mistakes before you send them - mistakes make your email seem rushed and unprofessional.

This may not be appropriate for students, but an external work email should always have your contact information after your name.

In a professional email you shouldn't abbreviate words into text speak, this makes your email writing look lazy.

The tone of this sentence comes across blunt and rude, would you talk to someone like this in person?

This should read 'Artsadmin IS a charity'. Remember to check your emails make sense before you send them.

Jess has forgotten to attach the attachment - if you reference an attachment make sure you attach it!

This font is hard to read and all the text is in one long paragraph. You should use an easy to read font and separate your content into small, easy to read paragraphs.

A better way to sign off an email is to say 'Best wishes', 'Regards', 'Thanks'.

Sixth form and college are very different from Year 11. This quiz is to help you identify the differences between school and sixth form/college that you may come across. As you look through the scenarios, have a think of ways you can start preparing for this new stage in your education using the tips below.

1. Your timetable is quite different as you may have more free time. Do you?

A) Plan and use the time wisely: getting homework done, revision, doing some research for an upcoming project
B) Use every free slot to relax
C) Hang out with friends – they have free slots too so it’s hard not to!

2. Your teachers treat you more like adults in sixth form/college. Do you:

A) Decide not to engage in class as you won’t get told off
B) Be confident to ask for help - approach your teachers for support more freely
C) Use your phone in class and switch off since you have a lot more freedom

3. You are now studying your favourite subjects. Do you:

A) Think that you don’t need to study because you did so well in these subjects at GCSE level
B) Take over the class discussion, sharing your knowledge and not allowing your peers a chance to share their thoughts
C) Make the most of this opportunity to be enthusiastic and eager to learn
4. You may not need to wear uniform at sixth form/college. Do you:

A) Just wear your casual clothes  
B) Put too much emphasis on your clothing choices  
C) Wear business-like/professional attire

5. You are worried about making new friends. Do you:

A) Sign up to extra-curricular activities that interest you  
B) Spend time in your sixth form/college common room/social space  
C) Be proactive and make friends during your classes  
D) Stay reserved, stay 'cool' and hold off, someone will approach you first

6. There is a lot more talk about your future academic/employment plans, but you don’t know what you want to do. Do you:

A) Worry and keep it to yourself  
B) See what happens - something will work out  
C) Start doing some research into UCAS, apprenticeships/entry level jobs and seek support from your sixth form/college careers team

7. You received your first assignment and the result was not as good as what you had expected. Do you:

A) Treat it as a setback and be reluctant to try again  
B) Allow it to ruin your self confidence  
C) Build resilience and maximise the feedback to help you do better next time
8. You don’t have any plans during your sixth form/college holiday breaks. What should you do?

A) Nothing - you’ve worked hard and need a long break  
B) Seek volunteer or work experience opportunities  
C) Find out about universities/apprenticeships/jobs that are of interest for your future, and see if you can sign up to a university open day or summer school

9. You have 3 deadlines due in the next week but you’re an expert at procrastinating, what could you do to help yourself?

A) Break the work down into segments and set yourself a time of 20 minutes with no distractions  
B) Try and ask for an extension for one and get the other two done  
C) Do the work without a plan as it is hard to stick to and hope you’ll finish it

10. You are finding it difficult to keep up with the new learning style at sixth form. Do you:

A) Stick with your approach to learning  
B) Speak to your teacher for support and guidance on how to adapt to this new learning style  
C) Switch off and hope you will pick it up eventually

Answers:  
CV stands for Curriculum Vitae, which means 'course of life' in Latin. Your CV shows employers who you are and what skills you have gained through employment.

A CV is the first step to an employer meeting you and giving you a chance to meet them in person to show them how great you are!

- First and surname
- Contact details: address, telephone, email
- Key skills and education
- Work or voluntary experience

Leadership, Communication, Teamwork, Problem-solving and Organisation

You can ask your teacher or a boss in a part-time/volunteer role: always ask before giving their details out. On your CV, you don’t need to write their details, just write: References available upon request

- Photo
- Date of birth
- Age
- Non-professional email
If you feel you haven’t done many of the activities, make this into a goal-setting activity for yourself. Think of ways you can begin these activities during lockdown.

Keep adding and referring to your list over the next few months and into your transition to sixth form/college. Try to fill in any obvious gaps.

Have a go at creating a draft CV. Not sure what skills or activities you could include? Try the steps below:

Make a list of the things you have done so far inside school and outside. Some examples: hobbies, DofE, leadership roles, volunteering, competitions or awards, independent visits or research.

What skills did you develop and what experience did you gain from each activity?

How will this help you in the future?

What monitoring system could you create to ensure you regularly update your CV?

What are the risks of not updating your CV regularly?

See if you can research some free, basic CV templates on the internet to get more of an idea about layout and structure.

Try it tasks

Any cv top tips?

• Ask someone to check your CV for spelling and grammar errors
• Your CV should be no more than 2 pages
• Use a simple layout and font
• Always update your CV as your education/employment stages change

THINK

RESEARCH

CREATE

Have a go at creating a draft CV. Not sure what skills or activities you could include? Try the steps below:

Make a list of the things you have done so far inside school and outside. Some examples: hobbies, DofE, leadership roles, volunteering, competitions or awards, independent visits or research.

What skills did you develop and what experience did you gain from each activity?

How will this help you in the future?

If you feel you haven’t done many of the activities, make this into a goal-setting activity for yourself. Think of ways you can begin these activities during lockdown.

Keep adding and referring to your list over the next few months and into your transition to sixth form/college. Try to fill in any obvious gaps.
Take a look at the sites below for opportunities, resources and fun activities to support you during any future lockdown period, or for things to do during your summer holiday.

**HOW TO GAIN MOTIVATION BACK | TYSON FURY**
www.success4.com/blog/tyson-fury-how-to-gain-motivation-back/

**FROM THE BLOCK TO THE BANK | JAMALA OSMAN**
TEDXLONDON
www.youtube.com/watch?v=iZI4AaXc2ng

**STACEY DOOLEY’S 9 TO 5 – BBC ONLINE LINK**
www.bbc.co.uk/iplayer/episodes/p06zhf9j/the-nine-to-five-with-stacey-dooley

**FREE ONLINE COURSES**
www.open.edu/openlearn/free-courses/full-catalogue

**ORGANISATIONAL APPS**
www.downingstudents.com/best-organisational-apps-for-students/

- You will need to check if there is a cost involved for the basic/advanced versions of these apps, and check with the bill payer before purchasing.
GOOD LUCK!
YOU'LL BE AWESOME!

Tower Hamlets Education Business Partnership hopes you found this booklet helpful and wish you all the best for your exciting new journey at sixth form or college!

About Tower Hamlets Education Business Partnership

We are a charity with nearly 30 years’ experience in delivering volunteer-based programmes and workshops. We aim to raise the aspirations of young people through developing employability skills and an understanding of the world of work.

We cover everything from helping primary school children with literacy and numeracy, encouraging secondary school students to make informed decisions about their future careers, and developing the skills they need to secure fulfilling employment.

A special thanks to Morgan Stanley, whose Transitions Programme inspired the creation of our Get Set, Go! transition booklets.

With thanks to the following for their contribution:
Rosie Hart, Abigail Brown, Abu Tahir, Anita Kessie, Farhanah Begum, Lydia Reddyhoff, Shantevia Lumsden