

# Longley Student Ambassador's 8 Top Tips to prepare you for Life @ Longley 😊

1. When you attend Longley, you will receive an ID badge attached to a lanyard, make sure to keep this safe as you will need it to enter the school, to print and more.
2. Longley makes use of Google Classroom for sharing homework and other resources so try to learn how to use it and get the classroom codes from your teachers as early as possible.
3. Longley also uses Microsoft Outlook for emails. This will be one of the main ways for you to communicate with your teachers and vice versa therefore get to grips with it and check it regularly.
4. It is important to keep in mind Longley opening hours, since it is quite different from schools. So, make sure to schedule your time accordingly. On Monday and Friday Longley is open from 9am-3pm but on Tuesday, Wednesday and Thursday Longley is open from 9am-4pm.
5. Each of your subjects should run workshops (extra help sessions with your teachers) that you should strive to attend like normal classes as this will enable you to work through anything you're not confident with, with your teacher at your own pace.
6. Remember to regularly check your Cedar timetable (in table view) because your timetable is likely to be changed occasionally throughout the academic year.
7. If you feel anxious or overwhelmed on your first day or afterwards try going to G05 to receive help from qualified counsellors or just a place to calm yourself down.
8. Longley Sixth Form prides itself on the support it offers. The staff encourage independence from the get-go, so from the beginning of your time at Longley, voice your future ambitions, interests etc. with your teachers and tutors. From personal experience, they will go above and beyond to help you reach these!

