



BE READY TO LEARN AT HOME

FOCUS YOUR MIND

- Wake up with enough time to get ready and have breakfast before 9am check in.
- Say good morning to your family.
- At 9am check your school emails and Microsoft Teams accounts.
- Write a To Do List and tick off activities as you do them.

ETIQUETTE

- Be polite, appropriate and civil in your language online, as you would in person.
- When in video calls/meetings turn off your microphone until required.
- Turn your phone to silent or use your phone's downtime settings to help avoid distractions.

EQUIPMENT

- Have your device ready and logged in.
- Test apps to make sure they are working.
- Have a pen and some paper ready.
- Use headphones if possible.
- Remove all distractions.

YOUR CLOTHING & PRESENTATION

- Dress in neat, casual clothes.
- Do not wear pyjamas.
- If you are participating in a live Teams meeting, make sure your clothes are appropriate.

BE HEALTHY

- Drink plenty of water every day.
- Take breaks every 45-60 minutes.
- Have recess and lunch, eating healthy food.

YOUR SPACE

- Your learning space should be tidy, comfortable and as quiet as possible.
- Be respectful of shared spaces.
- If using your webcam always sit in front of a blank background if possible.

BE PRODUCTIVE

- Manage your time, use it for learning.
- Submit all your completed work,
- Spend time revising any items you don't understand and ask questions.
- Clean up your emails- read and reply.

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