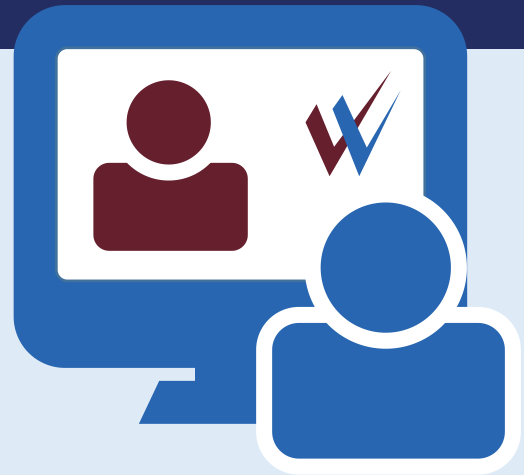




Learning @ home



BEFORE MY DAY OF LEARNING

- My workspace should be tidy and as quiet as possible.
- Have my device and textbooks ready.
- Switch devices to “do not disturb”.
- Check my school emails. Remember to delete old emails so my inbox does not fill to capacity.
- Focus my mindset.
- Write a “to do” list and tick off activities as I complete them.
- Use the college diary to plan daily lessons and assessment tasks.

DURING EACH CLASS

- Turn my phone off to avoid distraction.
- Manage my time – use it for learning.
- Be polite, respectful and appropriate in my online language.
- Never upload inappropriate images or content. I must respect our WHSC ICT Agreement.
- Use OneNote and Microsoft platforms for allocated classes and work.
- When in a video call / meeting turn off microphone until required.
- Save all work.
- Submit evidence of my progress.

FOLLOW A REGULAR SCHEDULE

- Take regular breaks from my online work.
- Have morning tea and lunch.

AFTER MY DAY OF LEARNING

- Check that I have achieved the requirements for each lesson.
- Revise any work I don't understand and ask for help if needed.

Each day I will...



Connect
with my
friends, peers
and teachers.



**Reach
out**
for support if
needed.



**Take
breaks**
Seek fresh air
and natural light.
Move for 30mins.



**Eat &
drink**
for a healthy
body and
mind.



Prepare
for the next
day by having
a consistent
sleep routine.