

# Newman College

## Remote Learning Guidelines

### Secondary: Years 7 - 12

#### Mode of Delivery

- The College will use Microsoft Teams and OneNote as the primary modes of content delivery. Some resources may still be located on SEQTA.
- Follow your timetable and refer to Teams for the learning intentions and activities for each class.
- You will participate in online classes via Microsoft Teams. Your teachers will create an online meeting at the start of each of your timetabled classes and will facilitate the delivery of content for approximately twenty minutes.
- All assessments will be formative in nature and will occur fortnightly.



#### Communication

- You will be able to contact your teachers via direct messaging on SEQTA or by posting comments on Microsoft Teams.
- Curriculum concerns should be directed via email to your classroom teachers or Leaders of Learning (with a 48hr turnaround for replies).
- You are expected to use your device in appropriate ways and only communicate with your teachers to facilitate your learning on approved platforms, such as SEQTA, Microsoft 365 and Education Perfect.
- You must use appropriate formal language when communicating on any College platform and exercise digital citizenship at all times.
- You must respond to staff messages in a timely manner as requested by your teachers.
- Wellbeing concerns should be directed to your relevant Leader of Wellbeing.



#### Environment

- Establish a daily routine and prepare for effective learning.
- Identify a comfortable, quiet shared space to complete your work.
- Balance learning activities with adequate breaks, quiet times and keeping active.
- You should maintain appropriate dress and grooming standards and use a blurred background when joining video meetings.



#### ICT Assistance

Email: [ictsupport@newman.wa.edu.au](mailto:ictsupport@newman.wa.edu.au) If you require further assistance call 9204 9479  
( Mon - Fri 8am - 4pm)



NEWMAN  
COLLEGE

A CATHOLIC SCHOOL  
EDUCATING IN THE  
MARIST TRADITION