

Learning @ Home

Caloundra SHS



A guide for the school community

2021

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Foreword

Caloundra State High School delivers high quality education for students through classroom learning supported by digital technologies. As a Bring Your Own Device school, our students use digital technologies and applications as part of their everyday learning. We recognise that online learning is not able to replace the learning experiences that occur inside the classroom however, we acknowledge the immense benefits that digital technologies can bring to the learning experience for our students.

This guide seeks to assist the school community of students, parents and teachers to understand the requirements to achieve success through this medium. The following situations are common within our school environment.

1. *Technology to enhance learning*- when students attend school, digital technologies and applications support in-class learning, homework and study at home.
2. *Technology to maintain learning* - When students are absent and classes are taking place, digital technologies and applications provide absent students with access to class resources and a means to communicate with their teacher.
3. *Learning @ Home* - When students are absent and the school is closed due to exceptional circumstances (e.g. Pandemic induced lockdown), digital technologies and applications are able to provide sustained elements of assisted curriculum delivery and a means of communication.

The purpose of this guide is to articulate the expectations of the school community – Parents, Students and School staff – for Situation 3 – **Learning @ Home**.

We look forward to walking this journey with you, as partners in learning for all our students.

Learning @ Home - continuity of student learning

General Guidelines

- The school will be open, and supervision provided for students of essential workers only. If the child can stay at home, they should stay at home. When at school, these students will be completing Learning @ Home curriculum materials, the same as students working from home.
- All Learning Areas and all Senior subjects are to be delivered online –individual teachers will determine practical requirements for particular courses e.g. Art, Industrial technology, HPE.
- Students can complete the allocated work at any time throughout the day however teachers will only be available during scheduled lesson times (according to the timetable) to give feedback and answer questions.
- Approximately 40 minutes of work will be provided per lesson for Year 7-10 and 70 minutes for Years 11-12.
- One “Live teaching session” will be delivered per class per week of Learning @ Home. See protocols below.
- Students are sent an “Engagement survey” via email every day – they must answer the survey before 10am every morning. Parents should advise the School Admin office of any issues.

Communication

Teacher ↔ Student - EQ school email (____@eq.edu.au) and Microsoft Teams are the primary communication tools to be used. Under no circumstances are teacher’s personal contacts to be used to communicate with students.

Teacher ↔ Parent - Emails will be the primary point of contact to communicate important messages to parents and to discuss student progress. See key staff emails contact list below.

School ↔ Parent - Emails will be the primary point of contact to communicate important messages to parents. Parents are encouraged to check Junk Emails folders to avoid missing important information. The Caloundra SHS [Facebook page](#) and [website](#) will also provide up to date information regarding events, news and other important reminders for students and parents.

Key Staff email contacts

Questions relating to:	Contact:	Where:
Course work and online learning	The individual teacher in the first instance followed by the subject Head of Department (HoD)	Teaching Staff Contact List via www.caloundrashes.eq.edu.au
Assessment	The individual teacher in the first instance followed by the subject Head of Department	Teaching Staff Contact List via www.caloundrashes.eq.edu.au
Engagement and behaviour support	The Engagement HoD for that Year Level: 7-8 Mrs Pointer 9-10 Mr Cripps 11-12 Mrs Fry	Contact Page via www.caloundrashes.eq.edu.au junior-secondary@caloundrashes.eq.edu.au middle-secondary@caloundrashes.eq.edu.au senior-secondary@caloundrashes.eq.edu.au
Student Social Emotional Wellbeing	Guidance Officers: Years 7, 9, 11 - Mr Gordon Years 8, 10, 12 - Mrs Curr	GuidanceOfficer@caloundrashes.eq.edu.au
International Student Concerns	Mrs Edwards, HoD - Wellbeing and International	international@caloundrashes.eq.edu.au
ReadCloud questions	The individual teacher in the first instance followed by the subject Head of Department	Teaching Staff Contact List via www.caloundrashes.eq.edu.au
Technology Support	Mrs Schaschke - HoD Technologies	support@caloundrashes.eq.edu.au
Other Important Issues	The year level Deputy Principal in the first instance followed by the Principal	Contact Page via www.caloundrashes.eq.edu.au

Learning Applications

The variety of learning applications used during Learning @ Home will depend on the subject, content, skills and curriculum requirement taught at the particular time. In general, to support continuity of learning, Caloundra SHS utilise the following Learning applications: -

- **School email** _____@eq.edu.au is used as the primary digital means for individual students to communicate with teachers and vice versa
- Teachers maintain **virtual classrooms** through either OneNote (via SharePoint) or eLearn.eq.edu.au (Learning Place) as Online Learning Platforms – these are continued from everyday lessons
- Students access **eTextbooks** through the ReadCloud application or have access to hardcopy editions of the texts they require
- Students also access work through faculty specific applications such as ClickView, OneDrive, Manga High, Literacy Planet, Turnitin, LearnOn. Some families will be eligible for hard copy work – refer to Page 9

The individual teacher will determine the use of these applications.

The Department of Education also offers a range of online curriculum for parents and students the [learning@home website](#)

Learning @ Home - Expectations

Caloundra State High School is able to provide Learning @ Home when there are exceptional circumstances that require the school to close e.g. community lockdown. The following arrangements apply where students, staff and parents are in good health and able to attend to school requirements. While online learning during a school closure will not be able to replicate our practices of onsite learning, our programs and communications with students will continue using the tools familiar to students, parents and staff.

In general, our Learning @ Home model will be flexible, acknowledging that students may need to access materials and complete class work at different times to their peers depending on their circumstances. Digital technologies and applications are able to provide sustained elements of curriculum delivery and a means of communication.

Student expectations

Students must:

1. Dedicate appropriate time to learning, reflective of a school day including homework and study time, as guided by your teachers. Students will be requested by teachers to virtually attend a “live” online learning event at a set time in order to collaborate with their peers. Students will be provided a minimum of 24 hours’ notice to complete work set by teachers.
2. Check their school email, Microsoft Teams chat and Online Learning Platforms each morning and afternoon Monday to Friday for information on courses, resources and assessment.
3. Submit assessments by the due date as communicated by teachers or request extensions as outlined in the [Academic Integrity Policy](#).
4. Adhere to the [Student Code of Conduct](#) at all times. Brief synopsis is outlined below.

Excerpt from Student Code of Conduct – Pg. 22, **General Rules**

1. *Follow appropriate protocols when engaged in online and teleconference sessions with teachers and other students as outlined in the school [Caloundra SHS ICT Responsible Use Procedure](#)*
2. *Be dressed in your school uniform or similarly appropriate clothing when you appear on camera for any lessons or discussions with staff or other students, and use appropriate spoken and written language at all times*
3. *Please make sure you set up your learning space in a quiet area, and that you remove any inappropriate or personal items from the view of the camera (e.g. posters, laundry)*
4. *Participate fully by meeting attendance requirements, participate in scheduled lessons, engage with online course material and initiate regular contact with teachers*
5. *Use your EQ assigned web mail address or online learning platforms for all communications with the school and take efforts to maintain communication through regular clearing of emails.*

Parent/Carer expectations

Parents/Carers must:

1. Assist students in scheduling appropriate time for learning.
2. Ensure that students have access to school email (____@eq.edu.au) and Learning @ Home platforms.
3. Be familiar with the [Academic Integrity Policy](#) and assist students to communicate with teachers as required.
4. Communicate with school staff as necessary, allowing staff members up to 48 hours Monday to Friday to respond.
5. Raise questions as required.
6. Support the student to create an environment conducive to effective learning – quiet, well lit, well ventilated, free from distractions.

Teacher expectations

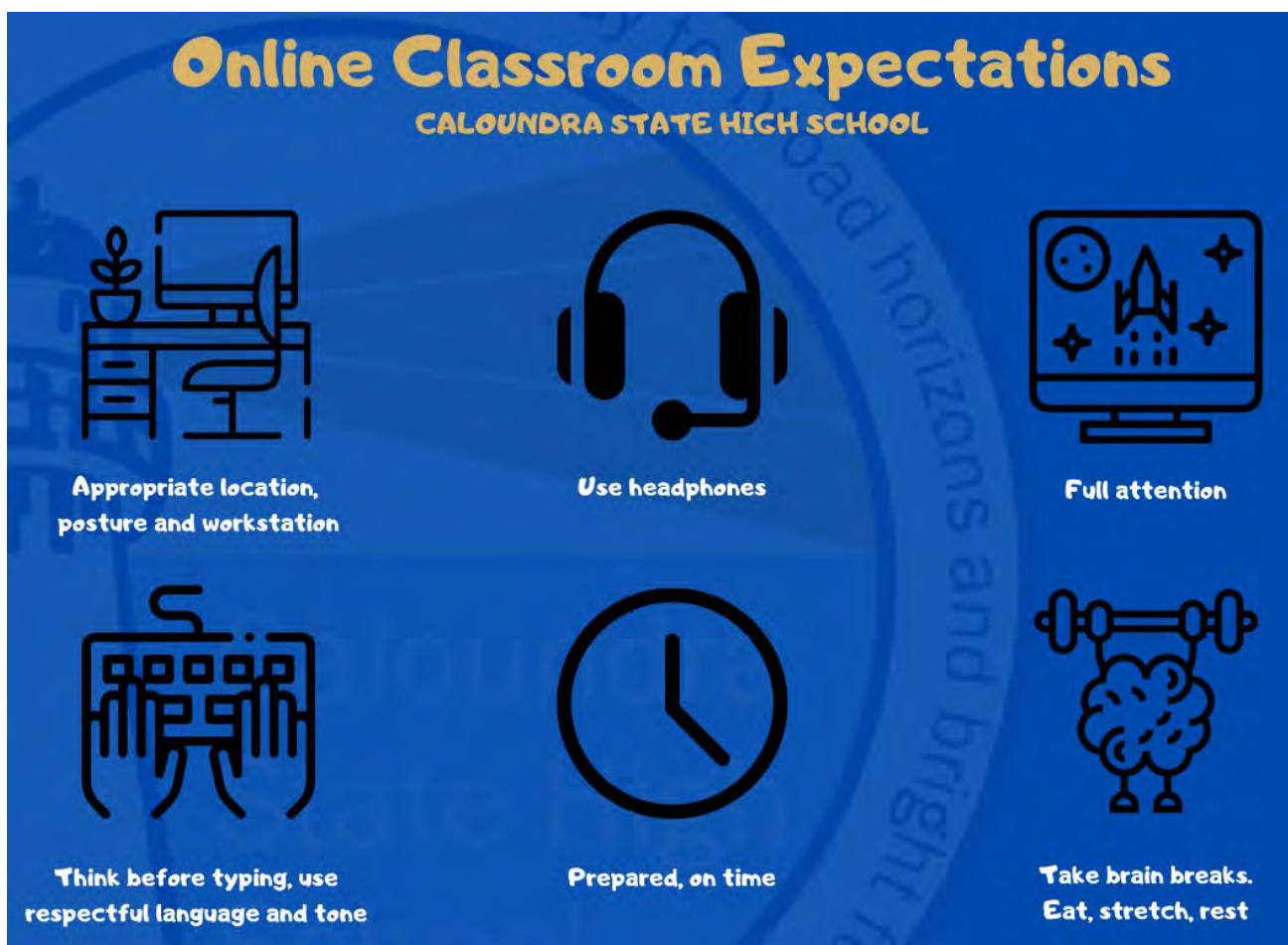
Teachers must:

1. Provide age appropriate school work aligned to the units of study for approximately 40 minutes for Year 7-10 and 70 minutes for Years 11-12.
2. Communicate school work regularly to ensure that work is available for a student to complete during the rostered lesson on a student's timetable.
3. Provide students a minimum of 24 hours' notice to participate in "live" events through Microsoft Teams.
4. Provide hard copy resources for learning so that students, who are not able to complete work electronically, can still engage in the teaching.
5. Provide regular check-in opportunities for students and be available during scheduled lessons for that class to provide feedback and answer questions. Provide positive reinforcement to students to ensure continued engagement with Learning @ Home materials
6. Respond to communication from students and parents within 48 hours Monday to Friday.
7. Provide feedback on formal drafts within the faculty designated timeframes as per CSHS Academic Integrity Policy
8. Regularly check school email and Learning @ Home platforms, Monday to Friday.
9. Communicate information regularly about assessments to students per CSHS Academic Integrity policy.

Ancillary operational guidelines

Video conferencing protocols

1. Teachers and students are required to use Microsoft Teams for online meetings and Live teaching sessions (endorsed EQ platform).
2. When doing a live *audio only* session ensure all cameras are off.
3. Students should endeavour to situate themselves in a quiet space where no visual or audio from other sources can interfere with the online learning
4. Online protocols will be communicated at the start of each session.
5. Please be mindful that when using Microsoft Teams that you may be in a vulnerable virtual environment.
6. Adhere to the following Online Learning Expectations and EQ online IT etiquette



Hard copy work

If students / parents are unable to access the resources on the designated Learning @ Home platforms (e.g. no internet access, device being repaired), a range of printed support materials will be available from the school in order to support your child's learning.

These resources will be available upon request. **Please call the Administration office on 5436 8444 to arrange the required resources and a suitable pick up time during business hours.**

Student Social Emotional Wellbeing

The Student Services Team are available to provide social emotional wellbeing support for students while Learning @ Home. Students and/or Parents/Carers requiring support can contact the Student Services Team by emailing guidanceofficer@caloundrashes.eq.edu.au.

Further Wellbeing Support and Information:

- [Department of Education COVID -19 Contact and Support](#) page includes links to information and supports for: [Emergency](#), [Department of Education contacts](#), [Quarantine support](#), [Support for young people](#), [Mental health support](#), [Suicide prevention support](#), [Financial and housing advice and support](#), [Relationship, identity, and domestic and family violence support](#), [Carer support](#), and [Young carers](#)
- [School TV](#) provides credible information and practical strategies to support parents/carers to raise happy, well and resilient young people.
- [ReachOut](#) is an online mental health service for young people and their parents in Australia. ReachOut includes evidence based self-help information, peer-support programs and referral tools to save lives by helping young people be well and stay well. ReachOut provides support for young people and advice for their parents/carers.
- [Headspace](#) is the National Youth Mental Health Foundation providing early intervention mental health services to 12-25 year olds and can help young people with mental health, physical health (including sexual health) alcohol and other drug services, and work and study support.

Need Someone to Talk To?

- [Kids Helpline](#) - webchat or call **1800 55 1800** (free call, 24/7)
- [Life line](#) - **13 11 14** (free call, 24/7), webchat (12pm to midnight), text **0477 13 11 14** (12pm to midnight)
- [ehespace](#) - webchat or call **1800 650 890** (local call charges apply, available 9am-1am 7 days a week)



Caloundra State High School

Lighting the way to broad horizons and bright futures

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