



HELENSVALE
STATE HIGH SCHOOL



Flexible and Remote Learning Guide for Parents, Carers and Students 2022

We **ASPIRE** for each and every student to succeed.
We **BELIEVE** in One Student, One Community, Many Futures.
We **VALUE** respect, responsibility, resilience.

Whether we are delivering in an online environment, or face to face at school, our learning purpose continues to be the provision of high-quality learning for each and every student which is exemplified in our 'One Student, One Community, Many Futures' philosophy.

One Student

- Catering for the learning needs of each and every student.
- Providing for the psychological, emotional and social needs of our students.
- Every student engaging meaningfully through their online learning to prepare for future success.

One Community

- Our school as a hub of learning where our parents and carers partner with teachers in ensuring learning continuity and wellbeing for our students.
- Very high expectations for learning, presentation and behaviour.

Many Futures

- Our students learning 'anytime, anywhere' through flexible and remote learning and continuing to engage with their normal timetabled learning, preparing them for a successful future.

As we aspire for each and every student to succeed, this *Flexible and Remote Learning Guide* aims to support parents, carers and students when partnering with teachers in the remote delivery of a quality education.

Online Learning

As learning activities and collaboration with teachers will occur primarily online, it is important that, where possible, students have laptop and Internet access. If you do not have the technology at home to access these resources, please notify your year level DEAN as soon as possible.

Online learning will take place through a blended model which includes both independent learning where teachers post learning activities on line, as well as real time, collaborative learning. Independent learning does not require teachers and students to be online at the same time. Collaborative, real-time learning, provides opportunities for students to engage with their teachers and classmates in real time.

Where possible, the school will adhere to the timetable of a normal school day. This means that learning activities will be provided by the beginning of students' normal scheduled lesson and that real time collaboration and communication with teachers and students can occur at some point during this time.

Learning Platforms

The following online learning platforms will support flexible and remote delivery.

- Microsoft Teams
- OneNote Classroom Notebook
- eLearn (Blackboard) virtual classroom
- Email: If students are communicating with staff via email, it must be their EQ (school) email account.
- Student SharePoint Intranet site (student documents such as text books)
- Education Perfect

Timetable and Lesson Structure

Where possible students should follow their normal school timetable. Students can access their timetables via One School. Lesson times will be altered to 60 minutes (rather than 70 minutes) in duration to allow for student and staff movement and exercise break between lessons.

Key Contacts – Subject Selection

Student with timetable queries and subject selection concerns are able to contact their Head of department Senior School via email, details below:

Year 11 - Ms Brandis Head of Senior School – nbran10@eq.edu.au

Year 12 - Ms Winters Head of Senior School – bwint19@eq.edu.au

Mr Mitchell - Deputy Principal Senior School - jmitc198@eq.edu.au

Please note: while subject selection changes may be accommodated if student numbers permit, we will not be making class changes. If you have concerns regarding your allocated class when students return to Face to Face delivery they can see the head of senior school and discuss this with them.

Monday Lesson Times

8:45am to 9:00am	Roll mark (students respond to an attendance email that they will receive during this time)
9:00am to 10:00am	Lesson 1
10:05am to 10.50am	Break 1
11:00am to 12:00 noon	Lesson 2
12:00 noon to 1:00pm	Break 2
1:00pm to 2:00pm	Lesson 3

Tuesday to Friday Lesson Times

8:45am to 9:00am	Roll mark (students respond to an attendance email that they will receive during this time)
9:00am to 10:00am	Lesson 1
10:00am to 10:20am	Break 1
10:20am to 11:20am	Lesson 2
11:20am to 12:15pm	Break 2
12:15pm to 1:15pm	Lesson 3
1:15pm to 1:45pm	Break 3
1:45pm to 2:55pm	Lesson 4
3:05pm to 6:35pm	Night classes (remotely)

Lesson delivery mode will vary depending on the demands and requirements of the subjects, the learners and the staff. However, all lessons will be structured in the following way:

- Clearly established learning intentions and success criteria (the purpose of the learning and the outcome of the learning)
- Opportunities for staff to check for understanding
- Opportunities for students to ask questions and seek clarification.

- Real time collaboration

Example Lesson Version 1

1. Student accesses learning experiences set out in OneNote for the lesson.
2. Teacher clearly articulates to the students the learning intention and success criteria of the lesson (the purpose of the learning and the outcome of the learning).
3. Student works on learning experiences set by the teacher.
4. Student and teacher engages in a collaborative discussion with the whole class around key concepts.
5. Student completes set tasks in their own tab in the OneNote so that teachers can check for student engagement, completion and understanding.

Example Lesson Version 2

1. Student accesses the virtual classroom and downloads appropriate resources for the lesson.
2. Teacher clearly articulates to the students the learning intention and success criteria of the lesson (the purpose of the learning and the outcome of the learning).
3. Student works on learning experiences set by the teacher.
4. Teacher delivers key content and checks for understanding via the web-conferencing tool 'Collaborate'.

Note: Example lessons are a **guide only** to how staff may use online platforms to deliver learning.

Monitoring of Student Attendance and Student Engagement

Helensvale State High School will continue to monitor student attendance and engagement by:

- Undertaking a roll mark every day. Students will receive an email each morning. Student will reply to this email with either the words 'PRESENT – HOME' or 'PRESENT – SCHOOL' to indicate that they are online and prepared for today's learning to begin. ALL students must reply to this email by 9am.
- Monitoring attendance through student participation in activities during scheduled class time by classroom teachers.
- Monitoring student engagement by staff checking for understanding throughout learning activities and through completion of set tasks.
- Further tools for monitoring engagement, attendance and the general experience of students, parents and staff may include, but are not limited to:
 - Monitoring of engagement in online platforms
 - Monitoring of student work completion rates and quality of student work
 - Feedback from students, parents and teachers via surveys and virtual meetings.
- If your child is unwell or is unable to participate in lessons please email 2184_studentabsences@eq.edu.au. If your student is absent due to COVID-19 Related illness can you please ensure you add this information in your correspondence.

Communication with Parents

In the event that parents or carers need to contact staff, please use staff emails as the method of communication. Staff, even if working remotely, will be on duty during the normal hours of the school day and therefore it is during these hours that staff will be available to respond to parent enquiries. Staff will, where possible, respond to parent emails within 48 hours. A list of staff and general office emails is available in the [Contact Us](#) section of the school's website.

Communication with Students

Teachers will be available during lesson times to collaborate with students and answer questions regarding their learning. Where possible we ask that students communicate with their teachers during this time. Teachers will continue to provide feedback and clarification of student learning regarding assessment in an ongoing manner.

Teacher Absence

As staff are working remotely, there may be unforeseen or emergent circumstances which interrupt their work day. In this instance, staff will communicate with students as soon as possible and do everything they can to provide continuity of learning. If a teacher is unwell for a short period of time (a day or so) the teacher will, where possible, set work through email or online platforms and ask students to work independently for the lesson. If a teacher is unwell for a longer period of time the school will communicate with the student and their parents/carers as soon as is practical and replace the teacher.

The following *Parents as Partners* and *Student Expectations* documents have been developed to provide further support and strategies for you and your child to enhance a collaborative partnership with the school in the ongoing provision of a quality, flexible and remote education.

Thank you for your patience and understanding as we once again navigate our remote learning environments and as we continue to work together to support and educate your children during this somewhat unpredictable time.

Parents as Partners in Student Learning

Our school's learning values of respect, responsibility and resilience are just as relevant to our staff and our families, as they are to our students. What our learning values might look like for parents and carers in supporting their child in a flexible and remote learning environment is outlined below.

Be Respectful

- Role model being patient and staying calm. Inevitably things may go wrong, such as the Internet dropping out, computer malfunctions or your children becoming upset or agitated through the remote learning process.
- Be mindful that teachers generally have over 100 students to support in any given day (some have more). Teachers will be responding to emails from their students, parents and carers, from the school and from the Department.
- Like you, teachers may also have children and family members which they need to look after at home, as well as continue to work from home. Emergent situations may arise, in which case the school will have a contingency plan to ensure learning continuity of your child as best we can.
- Ensure students are presenting appropriately given that there will be online forums.

Be Responsible

- Create a learning space for your child to learn without distractions such as TVs, phones, side conversations with others in their vicinity.
- Ensure your child has access to equipment and stationery required for home learning—pens, papers, computers (including Internet access), printers, etc. If you are unable to provide this please contact the school.
- Establish routines. Students and teachers will be following their normal timetable as much as possible.
- Encourage your child to maintain their lesson and break times commensurate to a normal school day wherever possible.
- Encourage attendance and participation in opportunities for real-time collaboration.
- Engage in your child's learning by:
 - Maintaining communication with your child's teacher and the school by email.
 - Monitoring deadlines for submission of assignments and assessments.
 - Asking your child to discuss the learning they are engaging in.
- Monitor time spent on learning and encouraging them (and you) to reach out to teachers for support when needed.
- Prepare meals and snacks as you would for a normal school day to assist in maintaining a study pattern.

Be Resilient

- No doubt there will be challenges and frustrations that staff, students and parents will experience in these unprecedented times. Together, we will work through these challenges.
- Role model the learning values of respect, responsibility and resilience to your children.
- Don't be afraid to reach out and access support.

And finally, support wellbeing by encouraging physical activity, a balance between learning and leisure time, and accessing wellbeing support from our Support Service Team where appropriate.

Student Learning Expectations

Whether participating in online learning or in the classroom, high expectations of student behaviour remain the same. Students are to follow the *Student Code of Conduct* to ensure high standards of behaviour so that learning and teaching in our school can be effective and students can participate positively.

Be Respectful

- Use classroom language with your teachers and peers. The language you use when communicating with your teachers and peers in an online learning environment should be the same as what would be considered appropriate in a classroom.
- Wear appropriate clothing.
- Follow protocols for communicating in an online forum.

Be Responsible

- Identify an appropriate space for you to learn. This should be comfortable, quiet and free from distractions.
- Keep as regular a routine as you can. As much as possible, follow the structure of your normal school day.
- Check the appropriate online platforms for instruction and learning activities at the start of each lesson.
- Attend, as much as possible, the real-time opportunities to engage with your teachers and your peers.
- Complete learning tasks to the best of your ability.
- Submit assessments and homework tasks by the due date as communicated by teachers.
- Many of the school rules will still apply. These will be communicated and reinforced by your teachers and deans.
- Regularly check your emails and use your EQ (school) email when corresponding with teachers.
- Take breaks from your screen. Move around and try not to sit all day.

Be Resilient

- Have a positive, growth mindset. Remember GRIT.
- Everybody at some stage ends up in the learning pit. Take on challenges. See failure as an opportunity to learn and grow.
- Ask questions and seek clarification from your teachers as you need to.

Further information for parents, carers and students is provided in the attached Appendices:

Appendix 1: Online Learning Information for Families

Appendix 2: Student Positive Behaviour Matrix for Online Learning

Appendix 1

Online Learning Information for Families

This document is designed to provide both students and parents/carers with all the information you need to access online learning options being utilised in the event of off campus learning requirements. For detailed use of these programs, the student has or will receive support from their class teachers.

IT Support Contact Information

Email: 2184_systech@eq.edu.au	Regardless of when emails are sent to us, the expectation is that they will be responded to within working hours (see below). Emails sent to this address go to all IT staff.
Phone: IT Support Office 55738572 55738519 55738548 In the event of total shut down, we will set call forwarding on all of these numbers	Availability: <ul style="list-style-type: none">Monday to Friday7:30am to 3:30pm

Communication – Student School Email

Apart from any other form of communication through online learning programs, all students will typically communicate with their teachers through their school email account, which every student has been provided with upon enrolment. Students' email address is simply their school **login username**, followed by the suffix: **@eq.edu.au**

ONLINE LEARNING PROGRAMS

SharePoint Student Intranet Page

Both on campus and away from school, students can access many resources from their Helensvale SHS [SharePoint Student Intranet](#) page which features:

- Daily student notices
- Curriculum materials that are too large to email students
- **Links to all online resources listed in this document**

OneDrive

In addition to students saving files on their own laptops, each student has a cloud storage space provided by Ed Qld/Microsoft on *OneDrive*. Important assessment files **should** be backed up to this drive as a precaution. *OneDrive* also has the advantage of being accessible from any computer that can access the Internet.

eLearn (Blackboard) at the Learning Place

The *Learning Place* is the Department's comprehensive eLearning environment providing secure access to an innovative range of digital tools, resources and online spaces for teaching and learning. Teachers enrol students in online learning classes through *eLearn (Blackboard)* at this site. Not every teacher uses this space, but where it is required, teachers will clearly convey this information to their students.

OneNote Class Notebook & Microsoft Teams

The *OneNote Class Notebook* and *Microsoft Teams* are programs that allow teachers to set up an easy to navigate space for students to access course materials assigned to them by their teacher. Conceptually, *OneNote* is like an exercise book with dividers/sections and pages within each section. *Microsoft Teams* is more like a meeting space where the teacher and students can collaborate as a whole class or one to one

in a digital space. Many teachers use both these applications; others one or the other, Microsoft Teams is quickly becoming the key digital space that is utilised for classes both on and off campus.

Education Perfect

Education Perfect is a third party online platform designed to make learning fun, engaging and effective, covering the core subjects of Maths, English, Science and Humanities. At various times, teachers direct students to this website for homework, revision, extension activities and quizzes to reinforce their learning. Although students are free to engage in these activities at any time of their choosing, if teachers require specific tasks to be done, they will indicate this through *MyEDiary* entries.

OneSchool

Students would mainly access the statewide *OneSchool* data base to view their school timetable and update their SET Plan. It is not a learning resource. Students can access OneSchool at any time to on or off campus, to check their timetable if they are not sure of their class days/times in a learning at home environment.

Turnitin

Turnitin is an originality checking and plagiarism prevention service that checks student assignment work for citation mistakes or inappropriate copying. The school has been using this platform for many years and by now students in the senior school would have all used it regularly to submit written assignments. Students in the junior school, especially year 7 students, may still be unfamiliar with this product.

Accessing these resources

On the next page, you will find a quick reference chart containing the names of the various digital programs, the web address for them and details of what login credentials are required for each. Here is a short check list to precede any learning from home period, should the need arise.

- Have your child access their school email while you are watching and ensure they do the following:
 - View and action all emails in their inbox.
 - Remove redundant emails from all folders – inbox, deleted items, junk email, etc.
 - Send an email to themselves (with a copy also sent to your email address), perhaps adding an attachment to ensure they can effectively use their school email.
N.B. They will need these skills to email their teachers with draft and final copies of assessment, if not on campus.
- Check that for each platform they know their login details.
- Record all these details somewhere for easy access in case your child forgets them.
- Contact IT Support staff for password resets/other advice as soon as possible if issues arise.
- Print the following *Quick Reference Guide* and keep it beside your child's computer.

Quick reference guide to online programs

ONLINE PROGRAM	WEB ADDRESS	LOGIN REQUIREMENTS AT SITE
Student Email	https://owa.eq.edu.au	School username & accompanying password
OneDrive Folder	From student email, open <i>OneDrive</i> link from this menu at the top left: 	School username & accompanying password
Student Intranet Page	https://qedu.sharepoint.com/sites/2184/student	School username & accompanying password
Microsoft Teams	https://teams.microsoft.com	School username & accompanying password
eLearn (Blackboard)	https://elearn.eq.edu.au/	School username & accompanying password
OneNote Class Notebook	https://www.office.com/launch/onenote OR From student email, open One Note link from this menu at the top left: 	School username & accompanying password
Education Perfect	https://www.educationperfect.com/app/#/login	Username is school email address & password set by student
OneSchool	https://oslp.eq.edu.au	School username & accompanying password
Turnitin	https://www.turnitin.com	Email address & password student has set for themselves

Appendix 2

Student Positive Behaviour Matrix for Online Learning (PB4L)

This PB4L matrix which outlines our expectations of how students will continue to demonstrate our three learning values of respect, responsibility and resilience.

	RESPECT	RESPONSIBILITY	RESILIENCE
LEARNING ONLINE	<ul style="list-style-type: none"> Let others know that you are getting ready to learn so distractions are minimised Be considerate of other family members Support other students where you can Contribute positively to collaborative class discussions. 	<ul style="list-style-type: none"> Create a suitable workspace and keep it tidy and free of clutter Focus on the set task or activity and complete it to the best of your ability Stay up to date with your emails and other relevant online learning platforms Submit assessments and homework tasks by the due date as communicated by your teacher 	<ul style="list-style-type: none"> Test your software and equipment prior to the start of the lesson Make note of any questions you have for your teacher and ask them at an appropriate time Take the opportunity to ask for help when your teacher is available Have a positive growth mindset "I can do this"
ROUTINES	<ul style="list-style-type: none"> Follow your normal timetable Arrive on time to all scheduled online lessons Pack away your work area at the end of the school day 	<ul style="list-style-type: none"> Maintain a regular daily routine Charge your laptops at night Check your EQ emails every morning and throughout the day Take movement breaks away from your screen 	<ul style="list-style-type: none"> Understand this is a new opportunity for you to learn in a different way
ONLINE ETIQUETTE	<ul style="list-style-type: none"> Be polite and use your manners Greet others and include your name "Hi, Mrs Smith, it's Sam Jones here" Be mindful of tone in verbal and written communication Raise your hand or use the chat feature when you wish to ask questions and make contributions Only use emoticons when requested Avoid 'text' language and abbreviations, text speak 'cn b gr8 4 ur friends' but not in the classroom. Mute your microphone during web conferences unless you are speaking 	<ul style="list-style-type: none"> Follow all learning instructions carefully Be kind, be nice and look out for your peers' wellbeing Pause before you post, will what you have written be misinterpreted? eg Using capital letters may be interpreted as SHOUTING Wear appropriate clothing Avoid eating and making unnecessary noises that could be distracting for others 	<ul style="list-style-type: none"> Attempt all set activities Seek to understand prior to making assumptions about what others have said Ensure your contributions are relevant to the learning experience
ONLINE SAFETY	<ul style="list-style-type: none"> Respect the privacy of others online Don't share personal information of yourself or others Do not take photos or video of other students or staff unless directed by the teacher to do so 	<ul style="list-style-type: none"> Don't post or share inappropriate material Think before you share. What you say online could affect friendships and relationships Remember, if it's on the Internet its everywhere Only access websites listed by the teacher Don't become friends with anyone online unless you know and trust them in the real world 	<ul style="list-style-type: none"> Block, unfriend and report inappropriate online behaviour Report cyberbullying Access the Student Wellbeing Wall to support our physical and mental health