



Continuing Learning at Redbank Plains State High School if Students are not on Campus

Version 1 30/03/2020

During the current COVID-19 (coronavirus) emergency it is possible that students will not be able to attend the school campus for an extended period and that students will continue their classes by eLearning (online learning). For the best outcome, students need a suitable device and internet access at home. Elearning is the best means of distance education as it allows regular two-way communication between students and teachers via our eLearning portal and Email.

Some students do not have access to a suitable device or internet access for online learning so the school will also provide paper-based learning materials for all subjects. In most cases, these materials will be identical to the online versions but will not provide additional features such as video clips, websites and hyperlinks. For this reason, a suitable device and internet connectivity will enable a better educational program for students.

Staff are spending the last week of Term 1 preparing an eLearning program for Term 2 and a parallel paper based program. This will enable the vital task of maintaining students' educational progress and will give the students a focus other than the medical and economic distress in our community. It is essential that parents and caregivers support their student's education and help maintain their learning while they have to study from home.

For this process to be successful, we have the following expectations of students and parents:

Students need to:

- Know the procedures to access the Virtual Classroom (eLearn - attached) and know their Department of Education Email address and how to log on and check it.
- Be able to log on to Compass, either on their device or their phones.
- Be able to log on to ReadCloud for electronic texts and other links (primarily Year 11 and 12 students but this may apply in some subjects in other year levels).
- Follow their OneSchool timetable each day and spend a minimum of 60 minutes studying each subject that appears on the timetable that day.
- Submit all work and assessment requested by the teacher by the due date, either by Email, an online portal or in hard copy.
- Contact their teacher by his or her Department of Education Email address for assistance if needed.
- Check their Department of Education Email each morning and afternoon for communication from teachers.

Parents need to:

- Provide students with an appropriate location and materials for learning.
- Assist students to manage their learning schedule and monitor their engagement with it.
- Contact teachers where appropriate via the teacher's Department of Education Email address.
- Be familiar with the school's Assessment Policy and that of the QCAA (if applicable) and assist students to comply with it and communicate with the appropriate school personnel about these matters.

If eLearning is not possible

While eLearning is the school's preferred means of maintaining student learning if students cannot attend school, the school will also support student learning by providing hard copies (paper) of learning materials for each subject. These will generally be organised into two-week learning units.

To receive learning materials in hard copy format, parents must:

- Phone the school on 3432 1222 selecting option 2.
- State the name of their student, their year level, their student's subjects and the teacher's name for each subject.
- 24 hours later (preferably between 9 and 11am) drive in the school's main gate and park opposite the English block (map attached). Approach the IT help counter where a learning package will be waiting. Completed work should be returned to the IT Counter with all work for correction or assessment marked with the student's name.

Borrowing Other Study Materials

Prior to the end of Week 9, Term 1, students attending school were issued with English novels and some textbooks to support their studies. If your student did not receive these study materials, they may be collected by:

- Phoning the school on 3432 1222, selecting option 2
- State the name of the student, their year level, their student's subject and the teacher's name for that subject.
- State the materials needed.
- 24 hours later (preferably between 9 and 11am) drive in the school's main gate and park opposite the English block. Approach the IT help counter where a learning package will be waiting. Materials collected this way should be checked and signed for.

This procedure will be followed if other study materials are issued to specific classes.

Library Borrowing

As recreational reading is an excellent way to develop a student's English vocabulary (and a constructive and enjoyable way to spend time), the school strongly encourages the borrowing of fiction and non-fiction work over any student free day period.

Students can access the Library catalogue from home through Compass via the star logo and the OPAC- Library Search and select materials to borrow.

Up to five items can be ordered by Emailing the Library on 2174_Library@eq.edu.au. They will be available for collection at the IT centre in 24 hours, subject to their availability and the return of overdue loans. Books can be returned the same way and swapped for new loans.

Borrowing School Owned Laptops for Off Campus Learning

To enable eLearning where students do not have a suitable device or sufficient devices at home, the school is able to offer the loan of a limited number of a school owned laptop computers for the duration of student free periods. To distribute the limited number of devices to the students in greatest need, they will initially be offered to Year 11 and 12 students.

To borrow these laptops, parents will have to make an application to Deputy Principals Ms Furlan (Year 11) and Mr Sippel (Year 12). Please Email them on dfurl4@eq.edu.au and gsipp1@eq.edu.au or phone the school office on 3432 1222.

Parents and students will need to:

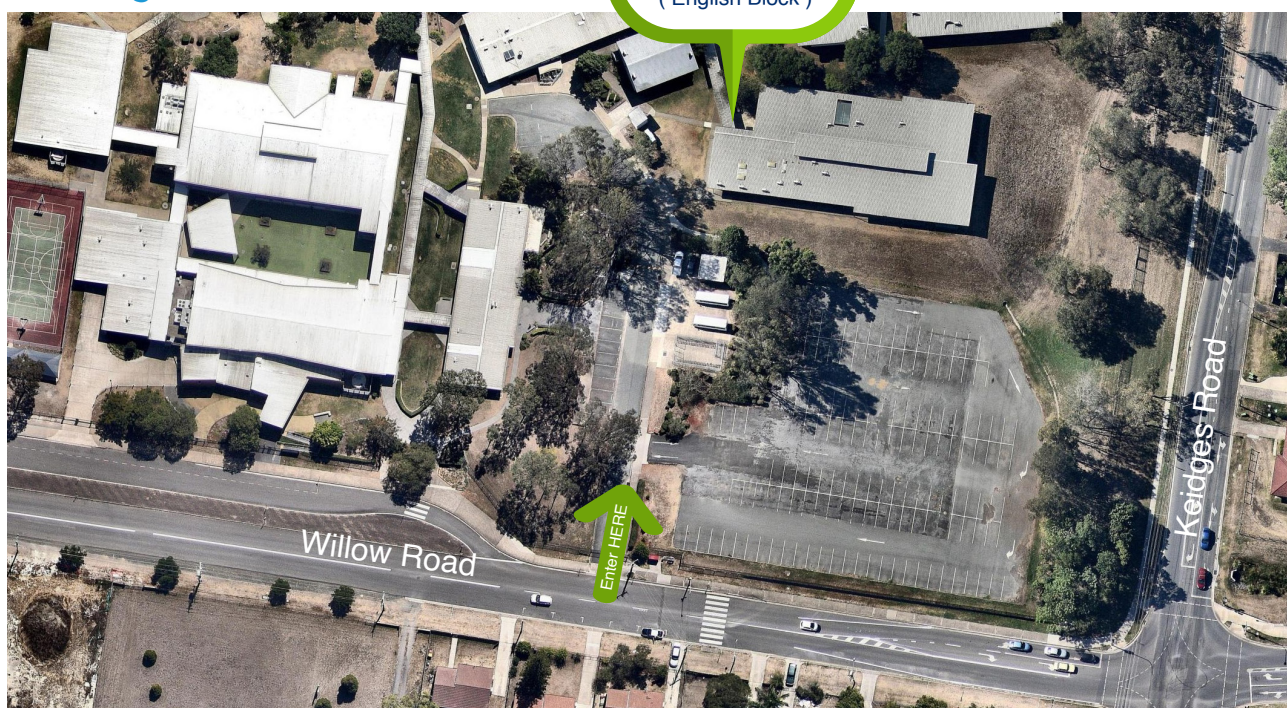
- Pay a \$100 refundable security deposit.
- Be in “good standing” with the school.
- Sign the laptop borrowing charter.
- Attend the school IT counter, collect the computer and the student must log-on on site to ensure that the settings are working.

In the current health emergency, a number of parents are purchasing their students laptop devices. When school returns to normal, these devices, on payment of a \$30 onboarding fee, can be used as a Bring Your Own Device at school. This will be a significant advantage for student learning, as the school has electronic textbooks for all Year 11 and 12 subjects and is progressively introducing them to other year levels. Students will also be able to log on to the internet for study purposes throughout the school and seamlessly transfer work between school and home.

Notification of Closure of the Campus to Students

This will probably occur as part of a state-wide or national closure that will be announced through print and electronic media. The school will also announce the closure of the campus to students through the school website, Facebook, Compass and by Email.




Locating the IT Counter




KEY STAFF CONTACTS

	Contact	Email
Questions relating to: <ul style="list-style-type: none">School re-opening datesCritical information for the schoolMedical diagnosisClassification of an essential worker	Executive Principal	
	Mr Beck	tbeck12@eq.edu.au
	Deputy Principals	
	Yr 7 & 8 - Ms Kerswell	mkers4@eq.edu.au
	Yr 9 & 10 - Mrs Walker	bwalk53@eq.edu.au
	Yr 11 – Ms Furlan	dfurl4@eq.edu.au
	Yr 12 – Mr Sippel	gsipp1@eq.edu.au
	Student Support - Mrs Cassimatis	hcass12@eq.edu.au
General Questions Pupil Free Days; attendance; absences; finance	School Reception and Student Office Phone- (07) 3432 1222	Studentabsence@redbankplainsshs.eq.edu.au StudentOffice@redbankplainsshs.eq.edu.au
Assessment Contact the individual class teacher first (via school emails) and then the subject Head of Department		
HEADS OF DEPARTMENT		
Department	Contact	Email
The Arts	Mrs Clarkson	nclar48@eq.edu.au
EALD	Ms Hannigan / Ms Meldon	mhann72@eq.edu.au
eLearning/Business	Ms Seeto	iseet1@eq.edu.au
English	Mr Hulin	ahuli2@eq.edu.au
HPE	Mr Ramm	jramm1@eq.edu.au
Humanities	Ms Hall	chall213@eq.edu.au
Industrial Tech & Design	Mr Hohenhaus	mhohe3@eq.edu.au
Junior Secondary	Mr Pearse	spear42@eq.edu.au
Learning Support	Mrs Olyslagers	bolys3@eq.edu.au
Mathematics	Mr Kumar	kkuma2@eq.edu.au
Senior Schooling Academic	Mrs Watterson	mwatt44@eq.edu.au
Senior Schooling Vocational Pathways	Mrs Luxton	aluxt2@eq.edu.au
Science	Mr Clarkson	cclar82@eq.edu.au
Success Coach	Mr Backwell	sback16@eq.edu.au
VET/Home Ec/Retail	Ms Gibbs	tgibb46@eq.edu.au
Subject specific online learning and course work Contact the individual class teacher first and then the subject Head of Department (above)		
Support		
Accessing eLearn Questions regarding the eLearn Student Information sheet	Contact the individual class teacher first and then Mr Skordilis the Digital Pedagogical Coach	Mr Skordilis tesko0@eq.edu.au (first refer to the Student Information sheet on eLearn)
School Guidance Officers Career planning; <u>Reasonable Adjustment and Access Arrangements for senior students (Year 11 & 12 only)</u> Student wellbeing and Counselling		Year 7, 10 & 11 - Mr Clarke tclar153@eq.edu.au Year 8, 9 & 12 - Mrs Franke rcfra1@eq.edu.au
Technology Support – Student passwords and locked student's accounts		
IT Manager	Mrs Taege	ctaeg1@eq.edu.au PH- 3432 1277
Community Support eg emergency relief and access to community services		
Community Liaison Officer	Mrs Salanoa	lsala6@eq.edu.au - 0407 950 697
Pacific Islander Liaison Officer	Mr Salanoa	psala8@eq.edu.au 0457 561 180
Community Education Counsellor	Ms Close	tclos32@eq.edu.au (Available Tues & Thurs)
Youth Support Worker	Ms Ngauamo	lngau1@eq.edu.au
School based Chaplain	Mrs Harvey	tharv123@eq.edu.au - 0402 582 854


Using the Virtual Classroom (eLearn)

Important: You must use a compatible internet browser, either Google Chrome  Microsoft Edge  or Apple Safari.  Any other browser will cause problems with eLearn.

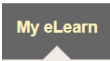
Registering and Logging in

1. If you have not registered in the virtual classroom at school, you will have an email from each subject in your inbox providing you with a specific registration link that automatically registers you in each subject. You can access your school email by typing the following address into a web browser <https://outlook.office365.com/owa> and login to the email client using your school username and password.
2. Once you click on the email link, it will take you to the subject home page where you will click on the  link in the menu column on the left. This will take you to a window showing all the different classes in this subject; you must select the class you are in at school. This can easily be identified because your teachers name will be associated with the class, e.g.

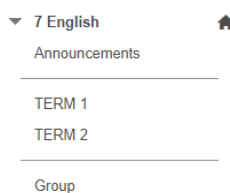
7B-Mr Martin


(Not Enrolled) 

 My eLearn

3. Let's now navigate back to the Dashboard by clicking the  tab at the top of the page.
4. On this page you will find the (i) *My Announcements* window which contains any instructions that your teacher has posted for the subject; (ii) *My Courses* window which provides links to all the subjects you take at school; (iii) The *Tools* window which contains the calendar dates of the tasks your subject teachers have set for the week or the day.
5. Click the link of one of your subjects, this will take you to the virtual classroom teaching space providing you with the subject specific announcements for that subject.

The Term 1 and 2 Links in the Menu



6. When you click on a Term 1 or 2 link in the menu  it will open a Term folder like this one



WEEK 10

which will contain all of the resources and activities that need to be completed that week.

7. Each activity will contain either digital documents, links to web pages, books or instructive videos that need to be referred to. It is likely that you will also need to complete and upload a word document that your teacher may grade to provide you with feedback. This will also serve as evidence that you are engaged with the learning in the subject.
8. If you wish to communicate with your teacher you can always send them an email through your office365 web account that was mentioned in step 1.
9. If you have any questions about the virtual classroom or any subject enrolment problems, please email me personally at tesko0@eq.edu.au and I will address these within 24 hours.