

Continuing Learning at Redbank Plains State High School for Weeks 1 to 5, Term 2

Version 2 15/04/2020

The Minister of Education and the Director General of the Department of Education have directed that, for the first five weeks of Term 2, educational instruction in all Queensland schools will be by “a home based learning mode” using eLearning strategies. Redbank Plains State High School will supplement this with paper materials for students without digital access.

To ensure community safety and reduce the spread of Covid-19, the Director General has stated that “all students who are able to be supervised and learn from home are to stay home, except for vulnerable students and children of essential workers” (who have no-one to supervise them). These students will use the same “home based learning mode” as students studying at home, using the school’s computers under the supervision of school staff.

For the next five weeks, 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 have prepared 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, parents and teachers:



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Learning First... Leading Tomorrow!



Students

- Check their Department of Education Email Account at 8.45am and Email their Access teacher by 9 am each day. This establishes a regular learning routine, indicates they are ready to commence learning, maintains contact with the school and ensures their engagement in education is recorded by the Department of Education. If they cannot Email their Access teacher, they should text 0403001999 stating their full name, year level and their Access class and the words “learning today”.
- Respond to teacher or school communications on their Email account. Apart from the morning check in, they should check their Email account at the end of their day for messages from the school.
- Access the Virtual Classroom each time they have a timetabled class (eLearn access guide attached). Where appropriate, log on to Compass, either on their device or their phones.
- 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.



Parents

- 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. (see the teachers’ page on the school website).
- 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 a student is unwell or unable to learn that day, contact the school by 9 am on the school absence line: 3432 1222 selecting option 1.



Teachers

- Access teachers will send a group Email to their Access class prior to 8.45 each morning to remind students to maintain daily contact with the school.
- Prepare engaging lesson suitable for a homebased learning mode.
- Support students individually (or in groups where possible) with home based learning.
- Maintain daily contact with a specified group of students to maintain contact and engagement with school.
- Support and advise caregivers about matters relating to the education and welfare of their students.
- Correct and provide feedback on student’s classwork and assessment.

Students and parents should note that online learning will add to a teacher’s workload considerably as matters formally addressed to a class together will have to be addressed one on one, multiplying the time taken significantly. While every effort will be made to respond to student and parent contact within 24 hours, this cannot be guaranteed when there is significant workload pressure.

Student Contact and Engagement

It is Department of Education policy that, during the ‘home based learning mode of instruction’ period, all students must contact the school each day to show their engagement with the teaching and learning program. Departmental policy is that any students who have not contacted the school by 11 am will have an Unexplained Absence recorded against them. This may have implications for such matters as eligibility for the Year 12 Formal, prefect selection, and scholarships. Absences are recorded on the students’ term and semester reports.

To demonstrate their engagement with the teaching and learning program students must:

- Email their Access teacher by 9 am each school day. The teacher will then mark their Access roll on Compass as normal.
- If they cannot Email their Access teacher, they should text 0403001999 stating their full name, year level and their Access class and the words “learning today”.

If the students cannot use these strategies, parents must:

- Contact the school by Emailing StudentOffice@redbankplaisshs.eq.edu.au or texting 0403001999 stating the student’s full name, year level and their Access class and the words “learning today”.
- If a student is unwell or unable to learn that day, contact the school by 9 am on the school absence line: 3432 1222 selecting option 1.

If no contact is made with the school by students or parents by 11 am, the student’s attendance will be recorded as an Unexplained Absence and the school will contact caregivers to determine why the student is not engaging.

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 (paper) copies 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 11 am) drive in the school’s main gate and park opposite the English block (map attached). Go to GC11 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 2, 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 11 am) drive in the school’s main gate and park opposite the English block. Go to GC11 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 GC11 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 Home Based 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 home based learning 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, followed by all other Year Levels after Thursday the 23rd of April.

To borrow these laptops, parents will have to make an application to Deputy Principals Mr Sippel (Year 12 – gsipp1@eq.edu.au), Ms Furlan (Year 11 – dfurl4@eq.edu.au), Mrs Walker (Years 10 and 9 – bwalk53@eq.edu.au) and Ms Kerswell (Years 7 and 8 - mkers4@eq.edu.au) or phone the school office on 3432 1222.

Parents and students will need to:

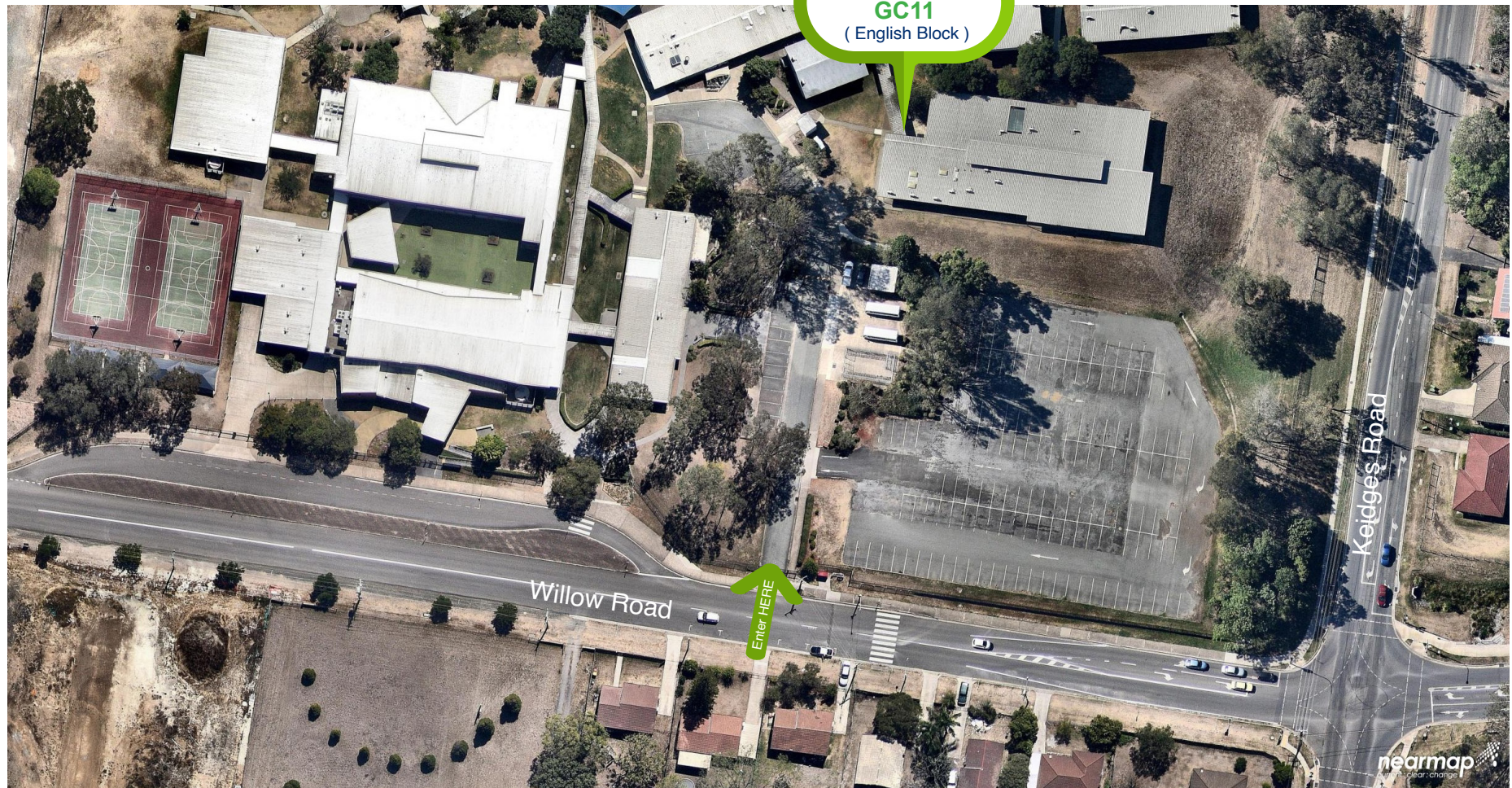
- Pay a \$100 refundable security deposit.
- Be in “good standing” with the school.
- Sign the laptop borrowing charter.
- Attend the school IT counter, collect the computer and the student must log-on on site to ensure that the settings are working.

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.




Changes to the School's Learning Mode

Changes to these procedures will occur as part of a state-wide or national decision that will be announced through print and electronic media. The school will also announce changed practices through the school website, Facebook, Compass and by Email.

Locating the IT Counter



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


Group

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.

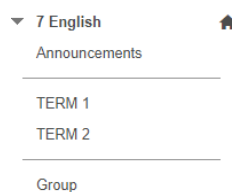
7B-Mr Martin

(Not Enrolled) [Sign Up](#)

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.



Theo Skordilis
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