



Dear Students, Parents and Carers,

Our teachers have been spending many hours preparing materials so that students can continue their education at home during the COVID-19 pandemic. In the high school, it is essential that **students have internet access** and can log in to SEQTA, our learning platform. Students should also have at home any hard copies of textbooks plus any other learning materials.

Teachers will have instructions on each lesson for students to follow to keep up with the curriculum. Resources such as videos, textbook references, worksheets, internet links and power points will also be available on the lessons. These final two weeks of term are working weeks and not to be thought of as an extension to the holidays.

Parents are encouraged to:

- *Establish* routines and expectations
- *Define* a space for your child to work in
- *Monitor* communications from teachers
- *Encourage* physical activity and/or exercise
- *Check in* with your child/children throughout the day and remember that your child's teacher and others will be available to help
- *Keep* your children connected, whilst practising 'social distancing'; however, reinforce your rules around their social media interactions

It is expected that students will:

- *Establish* and/or follow a daily routine for learning
- *Identify* a safe, comfortable, quiet space in their home where they can work effectively and successfully
- *Monitor* our digital platform, SEQTA, and communicate via School email or Direct message to check for information and feedback from teachers
- *Complete* tasks with integrity and academic honesty, doing their best work
- *Do* their best to meet timelines, commitments, and due dates
- *Communicate* proactively with their teachers if they cannot meet deadlines or require additional support.

Student Wellbeing

Parents are urged to be mindful that being confined to home for a long time can cause stress and conflict for many of us. Our students place great emphasis on their interactions with their peers and will be impacted by 'social distancing'.

Some suggestions for helping your children adjust during this period may include:

- Taking the opportunity to talk to your whole family about what is happening. Understanding the situation will most likely reduce their anxiety and allow them to be critical consumers of the information surrounding the current health crisis.
- Helping your children to consider how they have coped with difficult situations in the past and reassuring them that they will manage with this situation too. Reassuring them that reduced peer to peer contact will not be permanent. Suggesting they take a break from following regular news updates as overthinking this situation will not be helpful for them in the long run.

- Reminding your child to exercise regularly. Options could include dancing, jumping on a trampoline or using home exercise equipment, if you have it. Exercise is a proven way of managing stress, low mood and depression.
- Encouraging your children to keep in touch with family members and friends via telephone, email or social media (where appropriate).

Teacher communication

Teachers may be communicating with your child during this period using video or audio chat applications such as Microsoft Teams, SEQTA forums, Direct messages and email.

Teachers may have set times where students can chat with them online and stream teacher-generated instructional video lessons. These pre-arranged sessions will usually correspond with their timetabled lesson for that subject to avoid confusion.

It is important for you and your child to remember that teachers will be available to offer support and guidance during school hours (8.30am-3.30pm).

Please encourage your child to, where able, collect all their questions into one email for a particular teacher, rather than send a separate email for each question. Alternatively, sending multiple questions for multiple subjects to the one teacher should also be avoided.

Managing Screen Time

Screen time refers to the amount of time a user spends on a device to access on-screen activities.

There are limits as to the amount of time everyone should spend online, but the amounts and the rules for screen time vary by age. **Video conferencing and social interactions using video do not count towards screen time.** Suggested screen times (excluding video conferencing) are based on the recommendations from the American Academy of Paediatrics:

Age 6 and above: no specific screen time limits, but screen time should not affect physical activity and face-to-face interactions at home and school.

Students can very easily find themselves completely immersed in some screen time activities such as online socialising and gaming which can negatively impact their ability to negotiate their online learning.

Digital Citizenship and Online Safety

It is important that our students maintain safe and responsible use of information and communication technologies whilst participating in their online learning environment. This includes appropriate use of digital platforms, privacy and information protection, respectful communication and how to deal with online issues.

Family Individuality

Finally, we readily acknowledge that every family group is unique and operates on structures and routines that best suit their work life and personal commitments. The above is intended as a guide to support you and we understand that you may need to make some alterations to the basic structure of the 'School' day to meet the needs of your family.

All our staff wish you and your family the very best over the coming period of uncertainty and look forward to working alongside you to retain a sense of 'normalcy' in very abnormal circumstances.

THE DAILY ROUTINE

Aim to have a balance of different activities across the day: time for academics, rest, socialising and exercise. On the next page you will find a sample routine that you might like to adapt for your circumstances. Try to follow your school timetable as much as practical.

Years 7 & 8

Students should spend about

- 45 minutes per day on each of the following subjects – English, HASS, Maths and Science.
- 45 minutes per week on each taster subject, Health and Bible Life.

This does not include homework which is additional to the online learning and helps students practise what they have learned during the day. Homework includes tasks in the homework section on each lesson on SEQTA, assignment work and revision of content. About an hour of homework per day should also be factored into the day.

Years 9 & 10

Students should spend about

- 60 minutes per day on each of the following subjects – English, HASS, Maths and Science.
- 60 minutes per week on each elective subject, Health and Bible Life.

This does not include homework which is additional to the online learning and helps students practise what they have learned during the day. Homework includes tasks in the homework section on each lesson on SEQTA, assignment work and revision of content. About 60 – 90 minutes of homework per day should also be factored into the day.

Years 11 & 12 (students who are self-isolating)

Students should spend about

- 60 minutes per day on each of their courses, including UniPrep, following the modified timetable that will be provided for weeks 9 & 10.
- 60 minutes per week on Christian Studies.

This does not include homework which is additional to the online learning and helps students practise what they have learned during the day. Homework includes tasks in the homework section on each lesson on SEQTA, assignment work and revision of content. About 90 – 120 minutes of homework per day should also be factored into the day.

Parents are reminded that the school will **only be open for Year 11 & 12 students** in weeks 9 and 10. The Senior Leadership Team is monitoring the COVID-19 situation which is changing daily and if these plans need to change, parents will be informed.

On the next page is an example of a daily routine for a Year 7 student. Each student should create something like this to suit themselves and their family. A template will be provided for each student to do this. Students in Years 9 to 12 would work for an hour on each subject/course per day. Some students may prefer to start later in the day but will still need to check in with their teachers at some point.

SAMPLE DAILY SCHEDULE YEAR 7/8

Time	Activity	Description
7.00 am	Wake up	Get up, get dressed, eat breakfast, prepare for the day
8.00 - 8.30	Exercise	Walk, ride a bike, bounce on a trampoline etc
8.30 – 10.00	Morning session 1	45 minutes of 2 core subjects (e.g. Maths & English) Check in with teacher, open SEQTA and follow the program for the lessons.
10.00 – 10.30	Morning break	If it is sunny, get outside, eat a healthy snack and drink water
10.30 – 12.00	Morning session 2	45 minutes of 2 core subjects (e.g. Science & HASS) Check in with teacher, open SEQTA and follow the program for the lessons.
12.00 – 12.45	Lunch break	Eat a healthy lunch and drink water
12.45 – 1.30	Afternoon session 1	Taster subject (e.g. Media, Art, Foods) / Health / Bible Life Check in with teacher, open SEQTA and follow the program for the lessons.
1.30 – 4.00	Free time	Examples - Catch up on work or assignments, relax, do some exercise, read a book, play a board game with family members, cook something delicious, build a model, craft, <i>NO screen time!</i>
4.00 – 5.00	Afternoon session 2	Homework questions, complete any set work not finished during morning sessions. Submit all work completed to teachers via SEQTA.

GETTING HELP

If you are experiencing **difficulties understanding what you are meant to do in a lesson/task/subject**, email or Direct message your subject teacher and ask for help. When putting together your email, please consider the following:

- Always start with a 'Dear (Teacher's title and surname)' and finish with 'Kind regards, (your first name).'
- Take your time and choose your words carefully. Remember that your teachers are likely to be receiving many emails a day and can't respond as quickly as they might do when you're face to face with them in a classroom.
- Try to avoid sending a separate email for every question to a teacher. Take your time and do your best to work out your own solution first, but if you're still confused, collect all your questions into one email, perhaps using a separate bullet point for each (see sample on the following page).

If you usually receive **Education Support**, Ms Gabrielson will respond to an email asking for help.

If there is a **technical problem** with your computer or SEQTA please email your teacher who will pass on the message to the appropriate person to help you.

If you need to access help regarding any **pastoral, co-curricular, sporting, psychological services** matter, or any other aspect of your child's learning, do not hesitate to email the relevant staff member(s). We are all online and only a phone call or video link up away.

Email Example

Dear Mrs Flowerpot

I've tried to do my Science work for this week (Lesson 3), and I'm confused about what question 2 is asking me to do. Can you please tell me:

- Do I need to write a whole paragraph, or will a sentence do?
- Why does an elephant have a trunk?

Kind regards,

Han Solo

Teachers may also use the **Microsoft Teams** platform to write or talk to individuals or groups of students – particularly those who have been absent. This app works like Skype and allows classes to interact with their teacher via text, audio or video call, although we will limit the use of video calls to lessen the demand on the IT capabilities of your household.

ADVICE AND INFORMATION ON MICROSOFT TEAMS

Please remember that everything you do online in any of the learning spaces we are setting up can be seen by your teachers and other students. Microsoft Teams provides a way for you to interact with your teacher(s), and such interactions should be of a similar tone to that which takes places in physical classrooms.

Text interactions on this platform should not contain emojis, abbreviations or relate to anything other than schoolwork. Remember **no background music** playing at the time.

If a teacher uses Teams to set up a **video call** with you individually, a small group, or your whole class, please make sure you have read and understand the following:

- Wear **appropriate clothing** as per our Uniform policy: "Students are not to wear clothing displaying any distasteful emblems or sexual references or swearing. No revealing clothing such as strapless shirts or exposed midriffs."
- **Locate your device** within your home workspace so that it has a backdrop that does not include any inappropriate imagery (posters or photographs on walls etc.).
- **You should never take a video call in your bedroom or bathroom.**
- **Do not use Teams to video or audio call another student.** There are many private social media services (Facetime etc.) for that purpose. All your interactions in Teams – via text, audio or video – are logged and monitored by your teachers.
- Students in breach of these expectations will receive appropriate consequences.
- Teachers will only communicate with students using Teams **during school hours** between 8.30am and 3.15pm.

We thank you for your cooperation and support for online learning and the challenges it will bring. As we all navigate uncharted waters in the weeks to come may we remember that the Lord is our refuge and strength. He has promised to never leave or forsake us and will give wisdom to those who ask.

God is our refuge and strength, always ready to help in times of trouble. Psalm 46:1

God bless you all

Bronwyn Carruthers
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