

TOOWOOMBA SHS



Learning At Home Guide

2020

Message from the Principal

We are all as a community having to deal with significant changes in our lives that impact on how we communicate, socialise, travel, work and study. The strategies being implemented by the Federal and State governments are aimed at containing the spread of COVID19 – Novel Corona Virus. Our entire nation is carrying that burden.

We as a school have had to respond accordingly. Our regular mode of education has been entrenched in a face to face methodology. The rapid shift to a remote learning and curriculum delivery model is a challenge to students, parents and teachers.

To that end, I am hopeful that this *Learning At Home Guide*, along with the schedule of blackboard- collaborate classes and collection of other resources assists somewhat maintaining learning for our students in the weeks that lay ahead.

I wish everyone all the best in the immediate future as we continue to work our way through this most challenging of times.

Tony Kennedy
Principal

Responsibilities

Toowoomba State High School

- To help students with their continuity of learning.
- To support parents/carers, to the best of the school's ability, whilst they work with their students at home with their schoolwork.
- To provide, where possible, subject resources for at-home learning.
- To allow students to make contact with their teachers in relation to school-supplied learning materials.
- To support students with their general wellbeing, as best as possible, in relation to their ongoing education.
- Provide feedback to students on work undertaken and submitted to teachers.
- Provide students with advance notice/reminders of any interactive lessons

Parents/Carers

- To support their student(s) with their continuity of learning whilst learning at home.
- To acknowledge that teaching and learning is being undertaken in a totally different format to what most schools and families are familiar with.
- Be aware that students in senior classes may be working towards the completion of assessment tasks whilst working from home and support their student(s) whilst they undertake this work. Checkpoint dates will be set for students to meet.
- That reviews of student work will be undertaken periodically by teachers and to encourage their students to read through, and enact, any feedback provided by their teachers
- To advise the school of issues that may be preventing their student(s) from completing work prepared by teachers.
- Acknowledge that there will be time lags between making an initial enquiry and receiving a response from teachers/staff.

Students

- Undertake all work set by their teachers.
- Return all required work for teacher checking.
- Complete all work/tasks with academic integrity and honesty.
- Regularly check their school emails for work instructions from their teachers.
- Establish a routine for engaging in your school work. The best way to do this is to follow your daily timetable.
- Be respectful in all communications with staff and fellow students. This includes all materials that may be submitted by you to anyone as part of your learning.

Communicating with the School

There will be times when you may need to communicate with someone in relation to a particular concern with your learning program. Please be aware that not all staff may be on site at all times and may be working from offsite locations. The following is a guide to help direct any enquiries you may have. Should the person you send your enquiry to not be able to answer it, they will pass it on to the relevant staff member for you. Please be patient in awaiting for a reply as this may take up to 24 hrs to occur.

What if I have a question about	Best person to contact
<i>Classwork or assessment tasks?</i>	Contact your subject teacher via their school email.
<i>Social/Emotional/Wellbeing concern?</i>	<i>Guidance Officer</i> Mr Duncanson – ewdun0@eq.edu.au <i>Dean of Students (Senior: Years 10-12)</i> Mr Thompson – cthom2@eq.edu.au <i>Dean of Students (Junior: Years 7-9)</i> Mrs Stephens – dstep33@eq.edu.au
<i>General enquiries in relation to teaching and learning?</i>	<i>Deputy Principal – Years 7 & 11</i> Mr McKenzie – smcke118@eq.edu.au <i>Deputy Principal – Years 8 & 10</i> Mrs Head – mhead1@eq.edu.au <i>Deputy Principal – Years 9 & 12</i> Mr Lester – klest1@eq.edu.au <i>Deputy Principal – Special Education & EAL/D programs</i> Mrs Peters – jpete126@eq.edu.au
<i>Technical Support? (school-related)</i>	2013_Techs@eq.edu.au
<i>Urgent enquiries? (if school is closed)</i>	Alerts@toowoombashes.eq.edu.au

Communications from the School

<i>If the school is staffed but students working from home</i>	Text messaging Email Social media – Facebook & Instagram School Web Page Skoolbag App Telephone
<i>If the school is closed and staff working offsite and students at home</i>	Email Social media – Facebook & Instagram School Web Page Skoolbag App

Resource Links To Assist With Learning

Toowoomba State High School - Mighty Minds Portal (requires mighty minds username and password)

<https://portal.mightyminds.com.au/Security/login?BackURL=%2F>

- If students do not know their password this can be reset by selecting “I’ve lost my password” and filling out the details for their school email address.
- Students can access resources for English/ Maths/ Science.
- Students should continue to access Mighty Minds to complete daily tasks.

Toowoomba State High School – Student Hub (requires school username and password)

<https://qedu.sharepoint.com/sites/2013/students/>

- This area is currently being setup by Toowoomba SHS staff and contains, in year level specific folders, resources that students would normally have access to on “G Drive” at school.
- Should students be required to access resources on this site, this will be communicated via email.

Toowoomba State High School Email (requires school username and password)

- Can be accessed via <http://owa.eq.edu.au> or,
- On mobile devices, go to your app store and install Outlook (app)

Queensland Government - learning@home

The Department of Education has a number of online tools and resources to support students. These can be accessed via:

<http://qld.gov.au/learningathome>

This site contains links to:

- [Advice to parents](#)
- [Wellbeing of students](#)
- [English](#)
- [Mathematics](#)
- [Maintaining healthy routines](#)
- [Learning resources](#)
- [Senior Schooling](#)

Queensland Government - The Learning Place resources (requires school username and password)

Curriculum resources that provide students with opportunities to continue their educational development are available [here](#)

(<https://learningplace.eq.edu.au/cx/resources/file/6f953822-eb08-473b-9f36-f5637af98019/1/index.html>)

This site contains links to:

- [Subject Specific Curriculum Resources](#)
- [Two-week units of work](#)

Other Links to Assist Learning

Your teachers will be accessing a wide range of resources to assist you with your learning. Some of the key links are listed below. It is not possible to list every single link that you may be required to use as this will vary from subject to subject and will grow as your teachers develop more resources for you. However, as teachers develop resources they will add any necessary links to the **Student Teamsite/Sharepoint** page. It will be your responsibility to regularly 'check in' to this site for the up-to-date information.

Link	Purpose	Where/How to find
Senior Maths Junior Maths Geogebra	Maths links to support textbook work	https://www.cambridge.edu.au/go/ https://emac.hotmaths.com.au/ https://www.geogebra.org/
eBooks	Years 7-9 for online textbooks. Students login with their EQ email address and the default password is Tshs4350 (do not change otherwise site may not work).	https://myconnectshop.campion.com.au/login.htm
Student Hub	Access to student notices and material previously stored on the curriculum drive at school. Separate subject folders set up by teachers that will contain information related to your class work.	https://qedu.sharepoint.com/sites/2013/students
OneDrive	Store the documents they are working on (eg assignments, homework) and they can share these with teachers when asked.	Best accessed through the top left menu in webmail as the link is different for everyone.
Clickview Online	Students are registered. If you cannot remember your password, click 'Forgot your password?' link to reset your password.	https://online.clickview.com.au/

Microsoft Office Suite 2016

Most students are familiar with using *Microsoft Word* with their school work. However, many students often like to use other Microsoft products such as *Powerpoint* and *Excel* to enhance their work.

You do **not** have to purchase these items from retail stores. All Queensland state school students can download multiple free copies of the latest Microsoft Office to their personal home computers and mobile devices. Students will need to use their school email address to sign in. Students can utilise the following link to access instructions on how to download these products - <https://learningplace.education.qld.gov.au/microsoft-office-software>

Adobe Creative Cloud (Photoshop, Premiere, Lightroom etc)

Go to <https://account.adobe.com/>

Students should have already received an email about their adobe account on 16/02/20.

Information on how to setup an account can be found here:

https://qedu.sharepoint.com/.../ESrAgqj34j9JgJX-G2_Qiz4BTtLut...

Online Data Access

A number of online communication providers are beginning to offer their customers enhanced access to a number of features, eg., increased data packages, to assist them with studying or working from home. These vary from provider to provider and it is the responsibility of the customer to contact their provider to see if this may apply to them. Please note that the school cannot offer advice as to what may be the best deal with/between providers – this is purely a personal decision for families to make.

‘School on TV’ - starting Term 2 on ABC ME

ABC will extend its educational programming on ABC ME to support students and caregivers at home, from 10am to 3pm each weekday during Term 2, 2020. The expanded schedule moves from blocks of primary school content in the mornings through to secondary school content in the afternoons.



Study Management

All Students	Students are encouraged to work according to their timetables. This will help ensure they have structure as well as self-management of time allocations per subject. It will also 'build in' appropriate break times during the day.
Years 7-9	Work provided by teachers Online resources Mighty Minds Portal
Years 7-9 Extended Form (Mondays)	Mighty Minds Portal – aim to complete an additional 5 questions in each curriculum area
Years 7-9 Sport Lesson	It is important that you still be looking after yourself. Make time each day to do some form of physical activity – skipping rope, sitting outside in the fresh air, trampoline, reading a book (no screens)
Years 10-12	Work provided by teachers Work to prepare for assessment tasks
Checking In / Interactive Lessons	Teachers will be working to timetables in the same manner as students. This way you will know when teachers are available online for checking in, asking questions, setting new work, etc. Should a teacher wish to run a form of interactive (synchronous) lesson, it will occur in the timetabled lesson. Should a teacher be unavailable, an email message will go out to students.

If we are not back onsite for Term 2, you will be required to utilise a new timetable that the school has created for this eventuality. When you receive your new timetable for Term 2, you will notice that there are two distinct elements to it,

- i. Synchronous Learning Sessions
- ii. Asynchronous Learning Sessions

Synchronous Learning Sessions

Synchronous Learning Sessions will be online learning sessions undertaken with your teacher via *Blackboard Collaborate*. In these sessions you will be able to interact with your teacher and view items on the virtual blackboard. You may have been emailed some work to complete prior to the online session (you would do this in an asynchronous learning session). It is an expectation that you participate in Synchronous Learning Sessions when they appear in your timetable. These sessions may not go for the entire timetabled length. Teachers will be monitoring who is engaging in these sessions or not.

Asynchronous Learning Sessions

Asynchronous Learning Sessions occur when you are not engaged with a teacher in *Blackboard Collaborate*. This will be the time when you complete activities that may have been emailed to you or through the Mighty Minds portal. Some of the material that you

undertake in asynchronous learning sessions may need to be completed prior to an online (synchronous) session with your teacher. You may also have to email work back to teachers once you have completed it. Asynchronous learning sessions will also be the time when you can email questions to your teacher as well as check emails for responses.

A sample timetable is shown below (each student will receive their individual timetables in the near future). As you can see it is different to the timetable that students normally utilise. The only lessons that will be shown are those for synchronous learning sessions. In this example, the sessions have been highlighted for you for your attention (student timetables will be in black and white). This student studies six (6) subjects, hence there are six lesson slots allocated for synchronous learning sessions. The other blank time slots are for when students can undertake their asynchronous learning sessions as well as build in study breaks (non-screen time). When students receive their timetables, it is good practice, if possible, for them to somehow highlight their synchronous session times to help them remember when they will be occurring.

Toowoomba State High School

Student Timetable - Online

STUDENT NAME Year 10, Evans, 10D (Ms Watson)

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
BS	8:45-9:00	8:45-9:00	8:45-9:00	8:45-9:00	8:45-9:00
S1	9:00-10:00	9:00-10:00	9:00-10:00 PHE101A HEARHN	9:00-10:00	9:00-10:00
S2	10:00-11:00	10:00-11:00	10:00-11:00	10:00-11:00	10:00-11:00
S3	11:00-12:00	11:00-12:00 ELI101A HARRLA	11:00-12:00	11:00-12:00	11:00-12:00
S4	12:00-1:00	12:00-1:00	12:00-1:00	12:00-1:00	12:00-1:00 MMM101A POTTDO
S5	1:00-2:00	1:00-2:00	1:00-2:00	1:00-2:00 SCA101A ROSSCA	1:00-2:00
S6	2:00-3:00 HMA101A ROBEKA	2:00-3:00	2:00-3:00 SCL101A DONOKY	2:00-3:00	2:00-3:00
AS	3:00-4:00	3:00-4:00	3:00-4:00	3:00-4:00	3:00-4:00

Legend:

Class Code	Class Name	Teacher Code	Teacher
ELI101A	Literature Studies	DONOKY	Ms Donoghue
HMA101A	History - Modern and Ancient	HARRLA	Ms Harradine
MMM101A	Introduction to Mathematical Methods	HEARHN	Mr Hearnden
PHE101A	Physical Education	POTTDO	Ms Potter
SCA101A	Analytical Science	ROBEKA	Ms Robertson
SCL101A	Life Sciences	ROSSCA	Mr Ross

Lesson Etiquette

- All online communication will be undertaken via the education department's email system.
- The school's responsible behaviour plan still applies in relation to conduct towards staff and each other, even in an online fashion.
- The *Learning & Assessment Policy* still applies, especially around academic integrity.
- For senior students, drafts and final copies will still be submitted via TurnItIn.
- If involved in an interactive lesson, appropriate behaviour and language apply.
- Respect for each other is paramount.

Lessons/Communications Undertaken by Email (Asynchronous Learning)

A lot of your contact with your teachers will be via email. This may just involve messages between you as well as attaching/receiving documents. It is important to remember that only your school email address can be used to send and receive information/material. Teachers are not allowed to send emails to your private email addresses. If you have access to the internet, you have access to your school email account.

If you are having problems with your email, please undertake the following steps:

1. If staff are working at the school, have your parent/carer email your teacher and request a password reset if you feel that this may be the cause of the issue.
2. If staff are not working at the school, or you feel that issue is not password related, either yourself, or your parent/carer, can email 2013_Techs@eq.edu.au for support. Please remember that there will not be an automatic response to your enquiry.

Etiquette Checklist for Emails

☺	I have used a polite tone and have explained the reason for my e-mail.
☺	I have included a greeting and the name of the recipient e.g. Dear Sam, Hello Mr Smith.
☺	If I have included an attachment I have clearly labelled it and explained the purpose for including the attachment.
☺	I have included a salutation and my name at the end of the e-mail. eg., Kind regards, Sam Brown, Thank you, Sarah Jones.

Source: Brisbane School of Distance Education - <https://brisbanesde.eq.edu.au/Students/Pages/Studying-Online.aspx>

Lessons Undertaken by Blackboard Collaborate (Synchronous Learning)

Blackboard Collaborate is a type of online classroom (synchronous learning) in which the teacher can deliver a lesson and students can interact both with the teacher and with each other. Details about *Blackboard Collaborate* can be found at the following link - <https://gedu.sharepoint.com/sites/2013/students/Online%20Learning/> Instructions on how to load *Blackboard Collaborate* onto your device and participate in lessons will be uploaded to this site by Monday, 20 April.

As with any lesson, there is etiquette that need to be followed. The table below shows the key 'etiquette' that students need to be aware of for an online lesson.

Etiquette Checklist for Synchronous Learning Sessions

☺	I will be courteous and respectful to my teacher and peers.
☺	I will provide a greeting to my teacher and class members at the beginning of the session.
☺	I will be in the online lesson on time. If I am late I will give my teacher a reason in the private chat.
☺	If I am using a microphone I will ensure that it is set up as soon as I arrive in class.
☺	I will use the participant tools to regularly communicate when asked to.
☺	I will listen to the teacher and student contributions respectfully and follow instructions.
☺	I am aware that there are other students and teachers in the room who will see my responses and I will be considerate, take turns and give positive feedback when it is appropriate.
☺	I will not type in ALL CAPITALS – it is the equivalent of shouting and is considered rude.
☺	I will ensure my language is appropriate at all times and I will be considerate of differing opinions.
☺	I will not write/draw/add an image on the whiteboard unless instructed to do so.
☺	I am aware that the teacher may record the lesson, although my name will not be visible in the participants list.
☺	I will raise my 'hand' to indicate I have a question
☺	I understand the difference between social chat/talk and an educational chat/talk. This includes the appropriate use of private chat, which is seen by the moderators (my teacher).
☺	I will never use personal information
☺	I will not disclose my address or phone number or those of my classmates.
☺	I will make a positive contribution to the discussion and I will try to avoid simple yes/no responses to keep the discussion interesting.
☺	I will let the teacher know when and why I need to use the 'Away' button.
☺	I will politely say goodbye through the chat box or microphone before I leave the class.
☺	If I have technical or connection issues and cannot get back into a session, I will contact my teacher via e-mail as soon as possible.

Source: Adapted from Brisbane School of Distance Education - <https://brisbanesde.eq.edu.au/Students/Pages/Studying-Online.aspx>

Student Wellbeing

Toowoomba State High School is committed to providing support to students that are in need. This support is coordinated through the Student Centre (SC). During the pupil free days parents/carers can call the direct school line and request to speak to a Guidance Officer, Dean of Students or assigned Case Manager if they require support for the following:

- mental health concerns of their student,
- reasonable adjustment for their student on return to school,
- worries about their student being able to access online curriculum,
- worries about their student's wellbeing,
- access to resources for support from home.

Resources and information about online support services for mental wellbeing will be emailed directly to student email addresses. If you would like a copy of available support resources emailed to you please contact the Guidance Officer or Dean of Students.

- Ms Jenni Peters – Deputy Inclusive Education – jpete126@eq.edu.au
- Mr Elliott Duncanson – Guidance Officer – ewdun0@eq.edu.au
- Mr Chris Thompson – Dean of Students (Senior) – cthom2@eq.edu.au
- Mrs Danielle Stephens – Dean of Students (Junior) – dstep33@eq.edu.au
- Mr Ross Evans – HOSES – revan71@eq.edu.au
- Mrs Sharon Drews – School Based Youth Health Nurse – sdrew38@eq.edu.au
- Ms Catherine English – School Based Police Officer - English.CatherineL@police.qld.gov.au
- Mrs Andrea Sullivan – Youth Support Coordinator – asull117@eq.edu.au
- Mr Brendan O'Brien – Indigenous Boys Support – bobri112@eq.edu.au
- Ms Veronica Williams (Pegler) – Indigenous Student Support – bplegl3@eq.edu.au

Society is facing a situation that many of us have neither experienced nor really prepared for. As such, it is normal to have feelings of concern and anxiety. Parents/carers and students may find the following information links helpful.

Looking after your children's mental health during the coronavirus outbreak

<https://www.blackdoginstitute.org.au/>

Tips for keeping a healthy headspace for yourself, family and friends

<https://headspace.org.au/friends-and-family/tips-for-a-healthy-headspace-for-family-and-friends/>

How to cope with COVID-19 Anxiety

<https://headspace.org.au/young-people/how-to-cope-with-stress-related-to-covid-19/>

COVID-19 Fact Sheet

<https://education.qld.gov.au/student/Documents/coronavirus-fact-sheet-for-parents.pdf>

Talking with your child about COVID-19

<https://www.pbs.org/parents/thrive/how-to-talk-to-your-kids-about-coronavirus>

<https://kidshealth.org/en/parents/coronavirus-how-talk-child.html>

24/7 Telephone services offering counselling and support

- **Lifeline Australia**
Lifeline is a crisis support service that provides short-term support at any time for people who are having difficulty coping or staying safe.
13 11 14 | www.lifeline.org.au
- **Kids Helpline**
Kids Helpline is a free, private and confidential phone and online counselling service for young people aged 5 to 25 years. **1800 55 1800** | www.kidshelpline.com.au
- **Beyond Blue**
Beyond Blue is available by phone or online via chat or email, to provide support on a range of mental health issues. **1300 22 4636** | www.beyondblue.org.au
- **Online counselling at eHeadspace**
eHeadspace offers free online support for young people. Available 9am-1am, 7 days a week at www.headspace.org.au/eheadspace

REMEMBER – IN AN EMERGENCY DIAL 000 AND ASK FOR POLICE, FIRE OR AMBULANCE

As students will likely be spending an increased amount of time engaging with technology, for both school and non-school purposes, it is prudent for parents/carers and students to be even more aware about cyber safety. Please find below a list of links that may be helpful in this regard.

Queensland websites

- Queensland Government online portal with resources and advice is at:
www.qld.gov.au/stopcyberbullying
- Department of education advice and resources:
www.behaviour.education.qld.gov.au

National website

- eSafety Commissioner – via the website www.esafety.gov.au provides:
 - includes a specific link to resources for online safety during COVID-19
 - eSafety information, including getting help and social networking sites
 - education resources
 - information for parents and carers advice and support on making complaints about cyberbullying and image-based abuse
 - a wellbeing directory of resources.