



Bracken Ridge State High School

# LEARNING AT HOME

*Strive to accomplish*



## Introduction

We are all committed to supporting our students to achieve their academic potential throughout this challenging time. It is important to ensure that we all do our best to maintain a continuity of learning for students and families as well as making sure our students stay connected to Bracken Ridge State High School and their classroom teachers.

This advice is intended to support staff and families in the provision of an alternative education to ensure that students will continue to have access to appropriate learning opportunities from their home environment. In preparation for this change, we have developed a system of online teaching experiences.

Our system will allow Bracken Ridge State High School teachers to communicate with students and parents/carers, providing learning activities that can be engaged in at home by using communication tools such as: email, Microsoft Teams, school website and Facebook to maintain connection with our community of learners.



## Key Considerations

In many of our classrooms, teachers already deliver and manage learning activities using digital (online) tools such as email, Microsoft Teams, STILE, Education Perfect and OneNote.

Where possible, teachers have moved student learning into these digital (online) spaces that they are familiar with.

Where digital or online options are not available, or, are not considered appropriate to your child's phase of learning, we may use non-digital, off-line strategies. Such methods may include (but are not limited to):

1. providing workbooks for students; or
2. providing electronic copies of resources to students or parents via the appropriate channels of communication; or
3. sending material out via the post.

Communication between students and teachers will be available via email and Microsoft Teams.

Parents and teachers are also encouraged to communicate via email.



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## Alternative Timetable Arrangement

When a learning@home arrangement is required for a short time only, the school timetable will be followed. This means that staff and students will be required to be online and engaging with the subject learning program at the times indicated on the school timetable – this applies to learning at home and at school.

When a learning@home arrangement is required for a longer period, the school will develop and implement a modified timetable. Classes will not run as scheduled according to the regular timetable that students are familiar with. A modified timetable [*Learning from Home Timetable*] will be implemented to allow teachers to be monitoring learning remotely. This timetable will have a modified lesson structure to accommodate lessons, independent study and break time.

Our *Learning at Home Timetable* [example below] will focus on providing families times when teachers will be online and available to assist with student learning. This timetable should be read in combination with the students' regular timetable. A *Learning from Home Timetable* will be sent to every student via email if a modified timetable is enacted.

Points that will be considered:

- Reducing the amount of lesson time within the week to allow for additional planning, course development and supervision of students at school.
- Additional time to respond to parent/carer and student questions/concerns (spread throughout the week).
- Allowing students time for independent learning and work that can be flexible due to access to resources and devices available at school.
- Ensuring that there is an appropriate amount of work set for a learning from home context where not all students will have access to devices throughout the school day.

During lessons where teachers are online, students should be in front of their computer with their work and email open where possible.



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## Alternative Timetable Arrangement



BRACKEN RIDGE  
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## LEARNING AT HOME WEEKLY TIMETABLE

	TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Form	8.45am – 8.55am	Be online for a check-in with your teacher 				
Lesson 1	8.55am – 10.05am	Your teacher will be online with you 				
Lesson 2	10.05am – 11.15am	Your teacher will be online with you 				
Break	11.15am – 12.00pm					
Lesson 3	12.00pm - 1.10pm	Time to complete work for your subject	Teacher online with you 	Your time to complete work for your subject	Teacher online with you 	Your time to complete work for your subject
Break	1.10pm – 1.40pm					
Lesson 4	1.40pm – 2.50pm	Be online for a check-in with your teacher 	Your time to complete work for your subject 			



## Establishing routines and expectations

When setting routines for your child's learning, you will need to consider:

- The due dates or timelines for each activity, as determined by the teacher.
- The time required to successfully engage with each activity, task or subject.
- The inclusion of regular breaks for activity, eating and drinking. In the activity breaks, it is important that students get up and move around.



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## Setting up a Learning Environment

Where possible, attempt to create a quiet, comfortable and safe learning space for your child. Your child may have a regular place for doing homework under normal circumstances, but this space may not be suitable for working in for an extended period of time.

The following checklist may assist in setting up a learning environment:

- desk or table, with a comfortable chair set at an appropriate height
- space for writing in notebooks as well as space to appropriately set-up an electronic device such as a laptop or tablet
- access to internet services, if available
- access to power
- appropriate lighting
- ease of monitoring your child's learning and internet access and behaviour, and
- minimal access to distractors.



## Access to a device

Our school would like to ensure that as many students as possible have access to a device while learning from home. Over the first few days of an extended period of working from home arrangement, we will prioritise access for families who have no computer in the house. Following this, all families will be invited to apply for the loan of a school laptop.

We have a limited number of school owned laptops that we would like to share with families of our students in years 7, 8 and 9. If you would like to request a laptop for your child, please email [system.tech@brackenridgeshs.eq.edu.au](mailto:system.tech@brackenridgeshs.eq.edu.au)



## Paper based resources

We are mindful that some families may have limited internet access. While the school does not have the ability to assist with the provision of internet access, we will be attempting to provide some paper based resources to families with no internet or computer access. If you would like to discuss the provision of paper-based resources, please contact [admin@brackenridgeshs.eq.edu.au](mailto:admin@brackenridgeshs.eq.edu.au) and include your name, child's name and year level, as well as a summary of your context so that our team can make the most suitable arrangements for you.



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## Learning @ Home Protocols - Students

- Students should try and establish and/or follow a daily routine for learning.
- Students should have a clearly defined work-space free from unnecessary distractions (eg. television, music, and social media) that is well-lit and comfortable.
- Students should regularly monitor digital platforms and communication (email, school portal, on-line collaboration spaces etc.) to check for announcements and feedback from teachers.
- Students should complete tasks to the best of their ability, with integrity and academic honesty.
- Students will meet timelines, commitments, and due dates as much as possible.
- Students should have the email addresses of all their subject class teachers.
- Students should read the Daily Notices located on the student intranet.
- Students will be provided with information directly from their subject teachers about subject specific requirements and assessment instruments/details (where appropriate).
- Students should communicate with their teachers by EQ email and/or via online platforms already described to you by your class teacher. Communicate proactively with your teachers – ask questions, seek clarification, request support, let them know if you cannot meet deadlines. Participate in online forums, collaborate and support classmates in their learning.
- Primary communication will be via email or Microsoft Teams. Your teachers may also direct you to other online platforms including Education Perfect, Stile and OneNote. You must ensure you can log into these programs successfully and should alert your class teacher/IT technicians if you are not able to do so.
- Students will not be permitted to contact a teacher on a teacher's private phone.
- Students must comply with the *Information and Technology Acceptable Use Agreement*. All communications are to be respectful and appropriate. Any inappropriate contact from students, or their parents, will be referred to the relevant year level Deputy Principal.
- The Bracken Ridge State High School *Assessment Policy* and *AARA Policy and Procedures* remain unchanged. You can access these documents via the school website if you are unsure of the guidelines and protocols. Questions regarding these policies should be referred via email to Head of Department Senior School (Mrs Huff: [khuff3@eq.edu.au](mailto:khuff3@eq.edu.au)).
- AARA application forms can be found on the school website.
- Students who experience difficulty with access to materials/technology should contact our system technician team [system.tech@brackenridgeshs.eq.edu.au](mailto:system.tech@brackenridgeshs.eq.edu.au)



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## Learning @ Home Parent/Carer Overview

Each week the school will provide parent/carers *Overviews* of all the learning being set for students across the year level. These *overviews* are designed to give parents/carers a snapshot of what is expected from teachers of students throughout the week, but do not contain the full detail of the lessons and resources available to students. We want to make sure that parents/carers know what learning is required of their child, but we do not expect parents/carers to actively teach their child. Some notes in relation to the overviews:

- The parent/carers *Overviews* contain information for every subject in a year level. Students will not be studying all these subjects listed on the *Overview* and will only complete work for subjects that are on their timetable.
- The information is intended as a snapshot for parents/carers only. Students will need to follow the instructions provided directly to them by their subject teachers (via email and/or Microsoft Teams) to access full details of the weekly study program, activities and resources.
- The *Weekly Overviews* contain only the general work for the subject; subject teachers may individualise additional learning and work for their classes based on their understanding of their students.



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Year 12 Parent Weekly Overview

	TOPIC	LEARNING INTENTION	RESOURCES [direct links]	STUDENT CHECKLIST	DUE DATE by
General English	Conversations about issues in texts	* Examine programs such as stand-up comedy and texts such as cartoons and memes. * Discuss the power of humour to position audiences.	* <a href="http://www.abc.net.au/tv/programs/shaun-micallef-mad-as-hell">www.abc.net.au/tv/programs/shaun-micallef-mad-as-hell</a> * Noah, T (host) 1996–present, The Daily Show, Comedy Central, <a href="http://www.cc.com/shows/the-daily-show-with-trevor-noah">www.cc.com/shows/the-daily-show-with-trevor-noah</a>	1. Watch the programs that have been listed. 2. Complete the guide questions and tasks. 3. Complete the writing task.	Friday 24 April 2020
Essential English	Creating Representations of Australian Identities	* Revisit the rules of English grammar and punctuation in order to write better. * Learn new vocabulary and use them properly in a sentence.	* Smart Lessons on Education Perfect.	1. Complete all tasks assigned in the Smart Class. 2. Post on OneNote's collaboration space.	Friday 24 April 2020
General Maths	Compound interest loans & investments	* Use a recurrence relation to model a compound interest loan or investment, and investigate (numerically and graphically) the effect of the interest rate and the number of compounding periods on the future value of the loan or investment, e.g. payday loan. * Calculate the effective annual rate of interest and use the results to compare investment returns and cost of loans when interest is paid or charged daily, monthly, quarterly or six-monthly. * Solve problems involving compound interest loans or investments, e.g. determining the	* Cambridge online text. * PDF of Chapter 7. * Email Dr Davies for questions (Ms Lee on extended leave until Wk 2). * Education Perfect: <a href="https://epforlearning.com/">https://epforlearning.com/</a>	1. Submit my work Via Cambridge online. OR 2. Submit a photo of my work on paper to Dr Davies via Email. OR 3. Submit a scanned copy of my work to Dr Davies via Email.	Friday 24 April 2020
Maths Methods	Further differentiation and applications 3	* Use 2nd derivative to calculate acceleration. * Use 2nd derivative in graph sketching. * Find absolute minimum and maximum values. * Solve optimisation problems.	* Textbook. * Cambridge On-line. * Education Perfect.	1. Demonstrate an understanding of: - using 2nd derivative to calculate acceleration by successfully answering questions from EX12A including Q7 - using 2nd derivative in graph sketching by successfully answering EX12B Q2,4,5,7,9,13a,15,17. 2. Find absolute minimum and maximum values by successfully answering EX12C Q1,4,5,8. 3. Solve optimisation problems by answering	Friday 24 April 2020
Specialist Maths	Techniques of integration	* Revise definite integrals. * Use the modulus function to give an anti differentiation of X to the power negative one. * Find derivatives of inverse trig functions.	* OneNote. * Cambridge site for Specialist Maths.	1. Complete the exercises from the Cambridge site for sections 11A, 11B and 11C. 2. Emailed work to Mr McCahon regarding this section of work. 3. Review the QCAA Specialist Maths site for the objectives involved in Techniques of integration	Friday 24 April 2020



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## Learning @ Home Student Portal

### Additional resources:

In addition to materials provided by your child's teacher, students are also able to access a range of Educational resources on the department's [learning@home website](#).



## Downloading and installing Microsoft Teams

Communication between subject teachers and students will primarily be via email; however, over platforms may be used.

While teachers will try where possible to keep students learning in the digital platform that they are already using in class, some of our learning materials will begin to be assigned through the Department's Microsoft Teams platform. it would be helpful if all families who are using family devices could:

1. [Download Microsoft Teams](#) as an app on your computer/laptop/iPad/other device. You will be able to sign in with your child's Education Queensland username and password, as all students have access to this through their school account.

If your child has any log in concerns, please email our IT team [system.tech@brackenridgeshs.eq.edu.au](mailto:system.tech@brackenridgeshs.eq.edu.au) and we will be able to reactivate and reset passwords.



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## Parents/Carers

Parents/carers can provide support for your child/ren by:

- establishing the expectation that your child will engage (where possible) in their online learning following the timetabled routine of their normal school day where possible
- defining a space in your home for your child to work in that is well-lit, well-ventilated and comfortable
- monitor communications from the school (*Weekly Overview*)
- beginning and ending each day with a check-in (ask your child about their learning, engagement and progress)
- taking an active role in helping your children process their learning
- familiarise yourself with resources being made available to students
- encouraging physical activity and/or exercise
- checking in with your child regularly to help them manage stress
- monitoring how much time your child is spending online
- keeping your children social, but set rules around their social media interactions
- checking if your child knows how to log in to devices and learning platforms (if required)
- checking if your child knows how to access technology support, if needed.

Parents/carers can keep up to date by reading information provided by the school (e.g. newsletters, emails, website and Facebook) and maintain communication with staff via email.



## Attendance

Our school will be operating under modified attendance procedures during any learning from home directive. We would ask families to use the following procedure for student attendance:

- Students attending school will be marked as 'In attendance - on-site supervision'.
- Students engaging in learning at home will be marked 'In attendance – Learning at home'.

For students learning from home - at the beginning of each morning students are asked to complete the *Daily Attendance Register* before 10.00am to confirm their attendance (engagement in online learning) for the day. A link to the *Register* is provided below:

- [Daily Attendance Register](#)

Teachers will also be monitoring student engagement with online learning platforms and make contact when they are concerned with levels of engagement.



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## Key Contacts

<i>General Enquiries</i>	<i>School Administration</i>	<i><a href="mailto:admin@brackenridgeshs.eq.edu.au">admin@brackenridgeshs.eq.edu.au</a></i>
<i>Curriculum Issues</i>	Subject Teacher or Head of Department	Emails available on school website
<i>IT Issues</i>	System Administrator	<a href="mailto:system.tech@brackenridgeshs.eq.edu.au">system.tech@brackenridgeshs.eq.edu.au</a>
<i>Guidance, Counselling, Support</i>	Guidance Officers and Student Support Team	<a href="mailto:guidanceofficer@brackenridgeshs.eq.edu.au">guidanceofficer@brackenridgeshs.eq.edu.au</a>
<i>Welfare and Wellbeing</i>	Year Level Coordinators: Year 7 – Ms Moody Year 8 – Ms Horn Year 9 – Mr Parry Year 10 – Ms Mare Year 11 – Mr Jack Year 12 – Ms Jennings	<a href="mailto:cmood35@eq.edu.a">cmood35@eq.edu.a</a> <a href="mailto:mhorn6@eq.edu.au">mhorn6@eq.edu.au</a> <a href="mailto:dparr2@eq.edu.au">dparr2@eq.edu.au</a> <a href="mailto:kmare26@eq.edu.au">kmare26@eq.edu.au</a> <a href="mailto:bjac1@eq.edu.au">bjac1@eq.edu.au</a> <a href="mailto:bajen0@eq.edu.au">bajen0@eq.edu.au</a>
<i>Absences</i>	Attendance Officer	<a href="mailto:absences@brackenridgeshs.eq.edu.au">absences@brackenridgeshs.eq.edu.au</a>
<i>Finance</i>	Business Manager	<a href="mailto:bsm@brackenridgeshs.eq.edu.au">bsm@brackenridgeshs.eq.edu.au</a>
<i>School Leaders</i>	Deputy Principals: Ms Carusi-Lees – years 7 and 8 Mrs Garrick – years 9 and 10 Mr Jones – years 11 and 12 Principal – Mr Bailey	<a href="mailto:zcaru1@eq.edu.au">zcaru1@eq.edu.au</a> <a href="mailto:rgarr1@eq.edu.au">rgarr1@eq.edu.au</a> <a href="mailto:kjone535@eq.edu.au">kjone535@eq.edu.au</a> <a href="mailto:principal@brackenridgeshs.eq.edu.au">principal@brackenridgeshs.eq.edu.au</a>



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## Teachers

- Teachers will ensure that group email lists for each class have been downloaded and saved.
- Teachers will make sure that students are provided with an overview that clearly outlines the progression of learning, necessary resources and assessment expectations and checkpoints for that period.
- Where multiple teachers are teaching the same subject, a Lead Teacher will liaise with other teachers to ensure consistency of materials, unit content, activities and resources.
- Teachers will be available to students (health and family circumstances permitting) during regular school hours.
- Student learning may take place at hours outside regular hours due to family circumstances. Teachers will respond to student and parent enquiries in the patterns with on-site learning (during school hours).



## Heads of Department (HoDs)

Our Heads of Department will lead the curriculum implementation and delivery together with their staff. Parents/carers or students that have questions or concerns in relation to content or workload should contact the relevant Head of Department.

HEAD OF DEPARTMENT	Area	Contact
<b>Erica Black</b>	Head of Special Education Services	<a href="mailto:eblac6@eq.edu.au">eblac6@eq.edu.au</a>
<b>Melanie Coghill</b>	English, Humanities & Social Sciences, Languages	<a href="mailto:mcogh11@eq.edu.au">mcogh11@eq.edu.au</a>
<b>Karen Huff</b>	Senior School, VET, Senior Business	<a href="mailto:khuff3@eq.edu.au">khuff3@eq.edu.au</a>
<b>Jessica Johnson</b>	The Arts	<a href="mailto:jbuck148@eq.edu.au">jbuck148@eq.edu.au</a>
<b>Carlos Lopez</b>	Science Design Technologies	<a href="mailto:celop0@eq.edu.au">celop0@eq.edu.au</a>
<b>Ken McMahon</b>	Mathematics, Digital Technology, Numeracy	<a href="mailto:kmcca14@eq.edu.au">kmcca14@eq.edu.au</a>
<b>Kylie Price</b>	Junior School, Health and Physical Education and Sport	<a href="mailto:kpric58@eq.edu.au">kpric58@eq.edu.au</a>
<b>Linda Rooney</b>	Middle School, Student Engagement, Literacy	<a href="mailto:lroon5@eq.edu.au">lroon5@eq.edu.au</a>



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## Wellbeing

Being confined to home for an extended period of time can cause stress, anxiety and conflict. Tips for looking after your child/ren during this time may include:

- Talking to your whole family about what is happening. Understanding the situation will reduce their anxiety.
- Help your children to think about how they have coped with difficult situations in the past and reassure them that they will cope with this situation too. Remind them that the isolation won't last for long.
- Exercise regularly. Exercise is a proven treatment for stress and depression.
- Encourage your children to keep in touch with family members and friends.

Bracken Ridge State High School is committed to providing a series of short videos that have been created for families to view and will focus on fitness activities/circuits, cooking demonstrations, at home science experiments, audio reading, quizzes or general messages. This is linked to student wellbeing and families are encouraged to engage with these resources.



## Guidance Officers and Wellbeing Team

- Respond to parents and students via referral form emailed to [GuidanceOfficer@brackenridgeshs.eq.edu.au](mailto:GuidanceOfficer@brackenridgeshs.eq.edu.au)
- Will work closely with Year Level Coordinators, Guidance Officer, wellbeing team members or external agencies as required.
- Prepare appropriate health and wellbeing messages for sharing on the school Facebook page, School Stream and website.
- Participate in scheduled telephone conversations with parents and students.



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## Response to Disengagement

Engagement Expectation: students (where possible) will contact each of their subject teachers at least once per week. Teachers will make contact (where possible) with all students in their class during scheduled lessons.

In the event a student does not contact their teacher regularly, a *Student Support Referral Form* will be emailed from classroom teachers to our Wellbeing Team.

In response to potentially disengaged students, the Wellbeing Team will refer student cases to appropriate members to contact a parent/carer by email (followed by a phone call within 24 hours if no response).



## Staff and Student Wellbeing

*Student Support Team* will develop materials to share each week around Student Wellbeing and Staff Wellbeing. Staff communication will be through email and the principal's publication - *The Week Ahead*.

Student communication will be through email, Microsoft Teams and telephone (parents).



## Learning @ School [children of essential workers]

It is important for parents/carers of students who will be physically attending school, are aware of the following:

- Students will be supervised in accessing the same learning materials their peers are accessing at home. They will not be in class with their regular class or their teacher.
- There will be reduced areas during break times for students.
- The canteen and uniform shop will be closed. Parents/carers need to ensure that students bring food with them to school, sufficient for the whole day.
- Teachers will be enforcing the wearing of masks by all students.
- Parents need to notify the school office of student attendance by emailing [admin@brackenridgeshs.eq.edu.au](mailto:admin@brackenridgeshs.eq.edu.au)
- We ask that students attending arrive as close to the start of school as possible.
- At the start of the school day, students will meet in the open area between A and B Blocks.
- Students in attendance will be roll marked and a text message will be sent to the parent/carer by 11.00am confirming their attendance.