



FRASER COAST
ANGLICAN COLLEGE

Online Learning Guidelines

MIDDLE/SENIOR SCHOOL

April, 2020



INTRODUCTION

Fraser Coast Anglican College will move to an online learning program for the start of Term 2. The following information outlines how this program will be delivered and actioned.

This plan will be regularly reviewed to ensure that we are meeting the needs of our community.

GUIDELINES

It is important that Term 2 offers sustained and continuous learning for students – teachers will provide online learning materials, continue to correspond with parents and students, provide feedback on work completed and help to address any questions about the material provided.

Middle School students are encouraged to:

Years 7 – 10

- Read and understand the Student Roles and Responsibilities outlined below
- Prepare a quiet home working area
- Read and follow the instructions provided by teachers on CANVAS for each subject they study
- Keep in touch with staff from the College – use the 'live' online sessions outlined below

Senior School students are encouraged to:

Year 11 – 12

- Read and understand the Student Roles and Responsibilities outlined below
- Organise and allocate their own learning schedule.
 - Follow their timetable to guide their study
 - Liaise with their teacher to coordinate a weekly plan of lesson delivery and study
 - Continue with allocated independent work

STUDENT ROLES AND RESPONSIBILITIES FOR ONLINE LEARNING

- Establish daily routines for engaging in the learning experiences
- Identify a comfortable, quiet space in your home where you can work effectively and successfully
- Regularly monitor online platforms (CANVAS and email) to check for announcements and feedback from your teachers.
- Complete tasks with integrity and academic honesty, doing your best work
- Do your best to meet timelines, commitments and due dates
- Communicate proactively with your teachers if you cannot meet deadlines or require additional support
- Collaborate and support your peers in their learning
- Continue to follow school expectations outlined in the 'Student Acceptable Use Policy- College Computers and Network Facilities'
- Proactively seek out and communicate with adults at FCAC as different needs arise (see below)

For a question about...	Contact
A piece of work, resource, learning activity or passwords to access online platforms	Subject teacher
Assessment concerns, extensions	Head of Department
A technology-related question or issue	IT Helpdesk it@fcac.qld.edu.au
A personal or social concern	Year Level Coordinator Mrs Robyn Norrlin (Guidance Counsellor) norrlin@fcac.qld.edu.au Student Protection Officers email contact wellbeing@fcac.qld.edu.au
Any other issue related to online learning	Mrs Juliane Hallam (Head of Middle/Senior School) jhallam@fcac.qld.edu.au

ONLINE SAFETY FOR YOUR WHOLE FAMILY

It is important, as your children will be required to use the internet during this time, that parents have some tools and strategies for keeping your children safe on the internet. The eSafety Commissioner, Julie Inman Grant has provided an article on some things to think about as we move into the online learning space. Please read her article at this [link](#) for some valuable information about learning online.

MIDDLE/SENIOR SCHOOL PRIORITIES AND CONSIDERATIONS

- After receiving initial notice from the Principal about school timelines, families will receive an email from the Head of Middle/Senior School with Middle/Senior School specific information, including this guide.
- The primary tools for communication between teachers and families will be CANVAS and email.
- Students will use CANVAS as their primary resource for accessing lesson material. Teachers may direct students to other online platforms such as online textbooks, Education Perfect, Microsoft Teams etc.
- Students are encouraged to be proactive in reaching out to their teacher when they have questions or assignments are unclear.
- Year Level Coordinators as well as Mrs Norrlin, our College Guidance Counsellor, will be able to guide students with social/emotional needs.
- Head of Middle/Senior School, Mrs Juliane Hallam, will communicate with students and parents regularly throughout the duration of Term 2.

WAYS OF ONLINE LEARNING IN MIDDLE/SENIOR SCHOOL

Teachers will set suitable tasks designed to continue student learning and development of the curriculum. These tasks will be in a variety of formats which may include:

- Directed learning via the textbook
- Online learning tools and programs such as CANVAS, Education Perfect, Kahoot
- Traditional worksheets and resources
- Interactive activities
- Viewing and discussion of video content either teacher created or internet based.
- Live stream lessons through Microsoft teams which is a program from Office365

Teachers will set work at the beginning of each week (Monday) on CANVAS. Students are required to log onto CANVAS and read through the instructions provided. Teachers will be available for 'live' online sessions to communicate with their students regularly in line with the weekly timetable provided below.

MIDDLE/SENIOR SCHOOL: APPROXIMATE TIMEFRAMES FOR ONLINE LEARNING

Students can be guided by their timetable regarding the amount of time they should spend on individual subjects.

Years 7 – 10

Teachers will be available for 'live' sessions as outlined below. These live sessions will allow students to connect with an allocated teacher who teaches the subject and year level, not necessarily their own classroom teacher, at a set time on a set day. Teachers may choose to:

- Allocate a particular session for a particular year level to make contact or be available for an online session
- Be available in real time during the session times indicated
- Pre-record their lesson for students to access via CANVAS
- Utilise CANVAS collaborations for groups of students to work together remotely
- Use another online platform (Education Perfect/online textbook)
- Utilise a class Kahoot

Weekly Plan for Years 7-10 students

	Monday	Tuesday	Wednesday	Thursday	Friday
Session 1: 8.35 – 10.20am Session 2: 10.50 – 11.30am	ENGLISH LIVE Year 7: COB Year 8: BLO Year 9: SNR Year 10: RNO	MATHS LIVE Year 7: JMD Year 8: TMC Year 9: TFN Year 10 General: TMC Year 10 Advanced: BDU	SCIENCE LIVE Year 7: JMD Year 8: RNC Year 9: LJA Year 10 Chem: KHU Year 10 Physics: GVE	HASS/BUSINESS LIVE HASS Year 7: KRN Year 8: GSA Year 9: JCU Year 10: KRN/DGR BUSINESS Year 9: DRY Year 10: DRY	ARTS LIVE ART: COB DRAMA: Year 7: BLO Year 8: KHU Year 9: ISL Year 10: SNR MUSIC: ISL
Session 1: 12.00pm – 1.10pm Session 2: 2pm – 3.15pm	LANGUAGES LIVE Chinese: GSA French: JCU	TECHNOLOGIES LIVE Food: THA Digital: GPE/DHU Design Tech: SMI	HPE LIVE Year 7: JLA Year 8: KKA Year 9: JLA Year 10: JLA	RAVE LIVE Year 7: THA Year 8: LPR Year 9: THA Year 10: TMC	COMMUNITY CONNECTION

Years 11 – 12

- Year 11 and 12 students are encouraged to follow their normal timetable to help them organise and structure their learning. Students will work independently and collaboratively with the class teacher. Teachers may choose to schedule a set time/s based on the student's timetable to collaborate online.

GUIDELINES FOR PARENTS

Term 2 will provide an experience that may be challenging for many members of the community. For parents, we understand that this will provide a range of challenges, some of which may not be fully revealed until Term 2 begins.

These guidelines are to be read in conjunction with the specific guidance provided by the Head of Middle/Senior School throughout Term 2.

During this time, please note the following:

- Whilst parents will be the key email contact for students in 7-12, their main role will be to facilitate the passing on of information and guidance to the students.
- The parent's role will not be to teach new concepts but to ensure students have periodic access to a device to engage with their online learning program.
- The learning materials will be provided by the teachers and will align with Australian Curriculum and QCAA requirements.
- Teachers will allocate work on a weekly basis. Students are only expected to complete the work allocated for that week.

- Teachers will be available via email – our usual stance applies in that staff are expected to reply within 24 hours. Note that teachers might also nominate set times where they will be closely monitoring emails for immediate responses.
- Even though many parents and staff have social media accounts, the key form of contact is the school email system, not social media.
- There will be times when teachers make contact via Microsoft Teams to speak to students. This is important to ensure that students have an opportunity to link in and ask questions from a wellbeing perspective.
- Teachers might set specific times for online catch-ups via video conferencing.
- Please be mindful that the curriculum requirements state that students need to complete assessment items independently. When working on learning activities, students may need some support to navigate through the activity and this is totally fine. However, if a teacher sets an assignment or task for assessment (which they will identify) please allow your child time to complete this independently.

SUPPORTING PERSONAL AND FAMILY WELLBEING

As we face the changing landscape of COVID-19 in Australia, it is important to support and manage the wellbeing of our students and the community. People can experience a wide range of thoughts, feelings and reactions.

The wellbeing of both children and parents has an interdependent relationship; it is important to encourage open dialogue and discussion for the wellbeing of everyone.

You or someone you know may experience periods of:

- Feeling stressed or overwhelmed
- Anxiety, worry or fear
- Sadness, tearfulness and/or loss of interest in usual enjoyable activities
- Physical symptoms such as increased heart rate, stomach upset, low energy
- Frustration, irritability or fear
- Feeling helpless
- Difficulty concentrating or sleeping
- Isolating or withdrawing from others

(courtesy of University of Melbourne)

We have created an email address for students and families that will be sent to our Student Protection Officers so that we can support you during this time. This email is: wellbeing@fcac.qld.edu.au

We have also created a community connection session on Friday afternoons for staff and students to feel connected with one another. The community will be invited to join sessions on a Friday afternoon once they have been finalised. These opportunities may include:

- Playing in the orchestra in real time
- Participation in House competitions
- Showcasing projects and displaying work
- Year Level 'catch ups'
- Games and Quizzes

HOW TO TALK TO CHILDREN ABOUT COVID-19

While a difficult topic, it is necessary to discuss. The following guidelines can help frame discussions:

- Use age appropriate ideas
- For younger children, keep information simple and clear
- Take cues from your children
- Encourage questions to help understanding
- Be reassuring, but not dismissive
- Be solutions focused (what is happening to keep them safe)
- Keep talking; check in regularly
- Process your own worries before you speak to your children

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

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

<https://childmind.org/article/talking-to-kids-about-the-coronavirus/>

A GUIDE TO STAFFING CODES

English

COB: Mrs Cassie O'Brien

BLO: Mrs Bernadette Loudon

SNR: Mrs Sarah Nerva

RNO: Mrs Robyn Norrlin

Languages

GSA: Mr Greg Sapsworth

JCU: Mr Jean-Pascal Cuer

Maths

JMD: Mrs Jennifer Macdonald

TMC: Mrs Tarryn McKendrick

TFN: Ms Therese Feldman

BDU: Mrs Brenda Dures

Technologies

THA: Mrs Tania Hawthorne

GPE: Mr Greg Perkins

DHU: Mr Darryl Humphreys

SMI: Mr Steven Mitchell

Science

JMD: Mrs Jennifer Macdonald

RNC: Mrs Roz Nicholls

LJA: Mrs Lisa Jamieson

KHU: Ms Kelli Hurford

GVE: Mrs Gail Vermuelen

HPE

JLA: Mr James Lawrence

KKA: Mr Kaz Kandola



HASS/Business

KRN: Mrs Kaylene Robinson

GSA: Mr Greg Sapsworth

JCU: Mr Jean-Pascal Cuer

DGR: Mr Derrek Grumetza

DRY: Mrs Danielle Ryan

RAVE

LPR: Mrs Lana Priebbenow

THA: Mrs Tania Hawthorne

TMC: Mrs Tarryn McKendrick

Arts

COB: Mrs Cassie O'Brien

BLO: Mrs Bernadette Loudon

ISL: Mr Ian Slater

SNR: Mrs Sarah Nerva

