

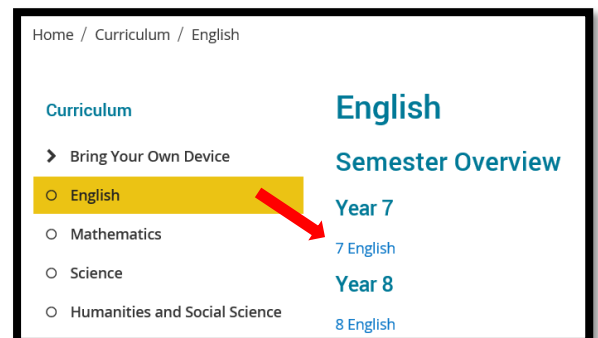
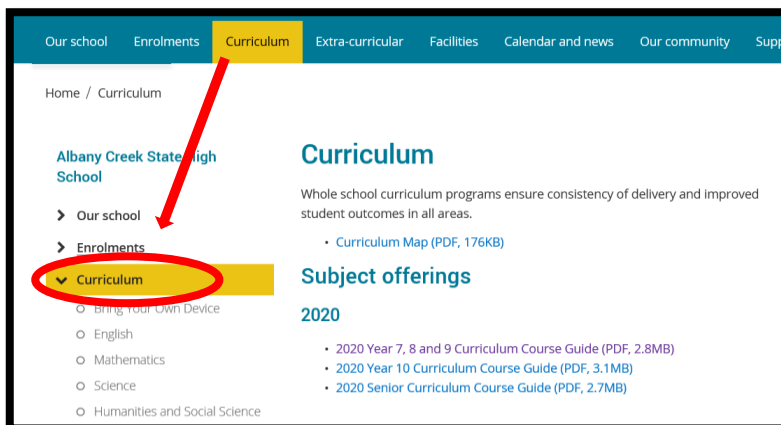


PARENTS/CARERS

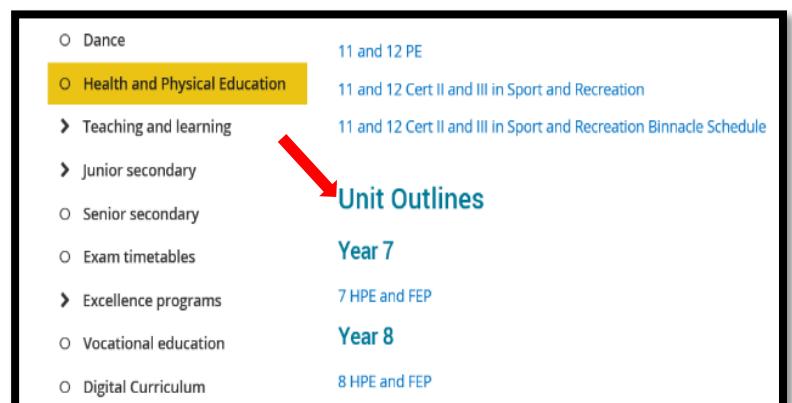
These guidelines provide information for parents/carers about how to best support your student who is Learning@Home. They should be read in conjunction with the Learning@Home Guidelines for Students.

Curriculum/Learning

As required, students will have access to Semester Overviews, Unit Plans and assessment instruments/details for all subjects remotely. Parents can access Semester Overviews on the school website under the Curriculum tab (see below). Teachers and their Heads of Department are developing Semester Overviews and these will be published for the beginning of Week 3.



- Select curriculum
- Select Subject Area
- Scroll down for Semester Overviews and Unit Outlines.



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Learning materials will be made available to students at the beginning of each week of remote learning via Sharepoint/other educational learning platform. Students will be able to access their materials at any time during the school week. Teachers will be available for students to contact as per timetabled lesson times. Parents should check that students have confirmed their access to materials and if possible, spend time discussing learning activities for the week ahead.

On-site supervision will be available to students of essential workers and vulnerable children. Students who attend school will engage in school day operations as outlined by school staff.

Teachers will be available to students (health and family circumstances permitting) during regular school hours (8.50 am – 2.50 pm). Students and parents may contact teachers via email outside of these times and await a response.

Our staff will constantly review the assessment program during this time and make adjustments as needed. The QCAA will continue to monitor the impacts of COVID-19 on senior secondary schooling and advise schools into the future if required.

Supporting your student

Parents/carers can provide support for students by:

- ensure students wear appropriate clothing for any online video conferencing lessons through Microsoft Teams. This is both a routine expectation and a method that the school can assure, students are appropriately attired for online face to face lessons and their peers
- establishing the expectation that your child will engage in their online learning
- ensuring students have access to email, required resources and online learning platforms as stipulated by individual teachers. Do not be concerned if everything does not go to plan right from day one, it may take a little time to work through access and connectivity issues.
- defining a space in your home for your child to work in that is well-lit, well-ventilated and comfortable.
- monitoring communications from teachers (including weekly learning packages), encourage your student to take responsibility for staying in touch with their teacher and their class groups
- 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; if they are finding a task difficult make suggestions and answer questions, but try to let them figure things out for themselves – give them the opportunity to take control of their own learning
- reviewing learning materials
- 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.

Communication/Engagement

Parents/carers should establish and maintain authentic and effective engagement by:

- keeping up-to-date with information provided by the school (eg emails, newsletters, website and Facebook)
- maintaining communication with teachers via email
- raising questions or concerns if you are unsure about something (see contact list below or phone the school office)
- contacting us if you would like some assistance or advice
- keeping us informed about your child's absence – email studentsabsence@albanycreekshs.eq.edu.au if your student is unwell or unable to complete their assigned learning activities
- responding to attendance text messaging if your students has not sent an email registering attendance

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- keeping us informed about your child's engagement and let us know if too much or too little work is being provided – email subject teacher or Head of Department in the first instance for support, school administration and support staff will follow up if necessary.

The following table lists key school staff who can support if needed:

| Concern / Question | Who to Contact | How to Contact |
|--------------------------------|---|--|
| Curriculum Issues | Subject Teacher or Head of Department | Teacher emails available on school website |
| IT Issues | Technicians | technicians@albanycreekshs.eq.edu.au |
| Guidance, Counselling, Support | Guidance Officers and Student Support Team (Chaplain, Indigenous Mentor, Defence Mentor, Learning Engagement HoD, Learning Connections HoD) | GuidanceOfficer@albanycreekshs.eq.edu.au |
| Welfare / Wellbeing | Year Level Coordinators: Year 7 – Ms Daniels Year 8 – Mr Daniels Year 9 – Ms Volling Year 10 – Ms Box Year 11 – Ms Handfiled Year 12 – Ms McGoldrick | Year 7 – ldani39@eq.edu.au Year 8 – jbdan0@eq.edu.au Year 9 – rvoll10@eq.edu.au Year 10 – kbox8@eq.edu.au Year 11 – ahand3@eq.edu.au Year 12 – kmcgo41@eq.edu.au |
| Absences | Attendance Officer | studentabsence@albanycreekshs.eq.edu.au |
| Finance | Business Manager | bsm@albanycreekshs.eq.edu.au |
| General Enquiries | School Administration | admin@albanycreekshs.eq.edu.au |
| School Leaders | Ms Archer – Years 9 & 12 ; Curriculum, AARAs, Staff Absence Ms Everett – Years 8 & 11 ; Attendance, Engagement, Student Wellbeing Mr McMahon – Year 10 ; Timetable Issues, Students @ School, Student Notices Ms Kane – Year 7 ; Technology, Teaching & Learning, Principal – Ms Janelle Amos | march4@eq.edu.au kever19@eq.edu.au gmcma14@eq.edu.au skane6@eq.edu.au principal@albanycreekshs.eq.edu.au |