

LEARNING@HOME GUIDELINES

ALBANY
CREEK
STATE
HIGH
SCHOOL

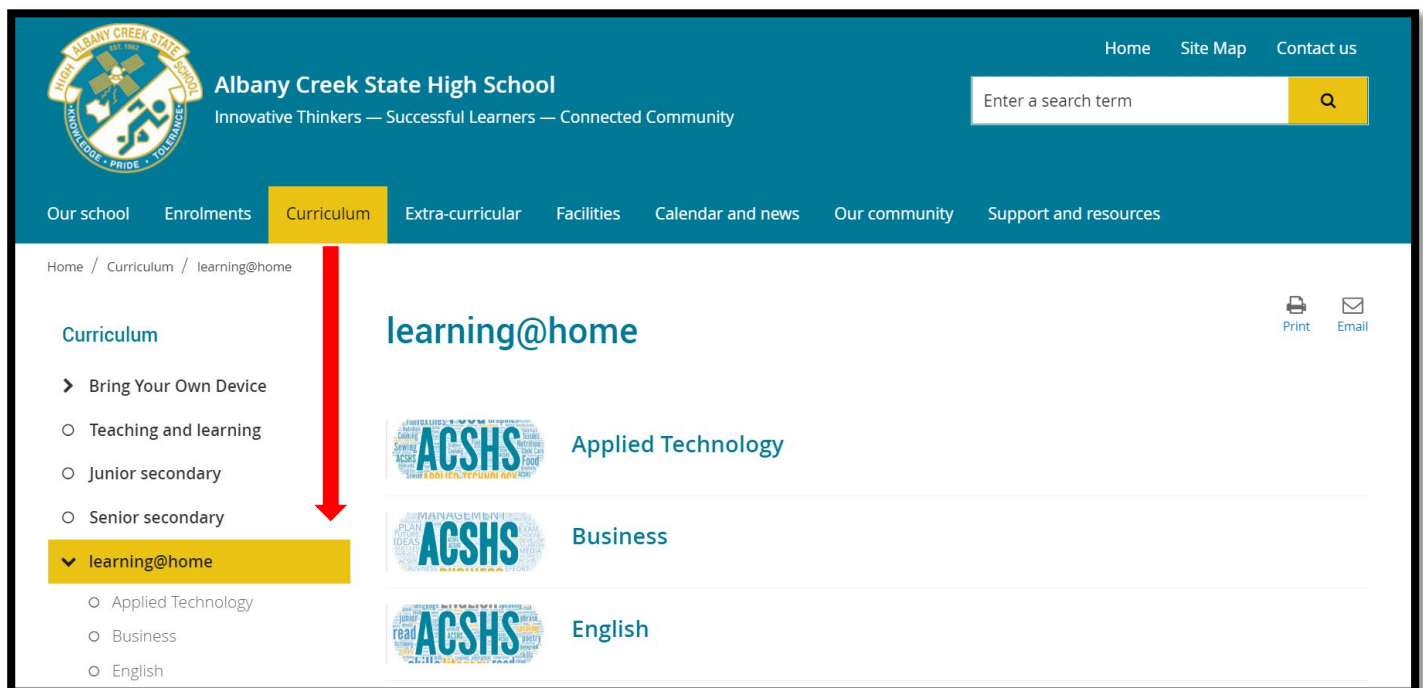
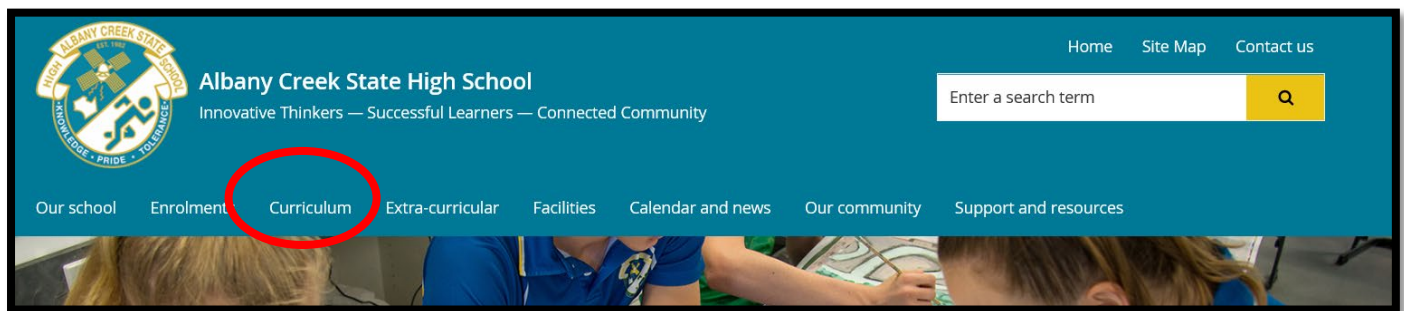


PARENTS/CARERS

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

Students have been provided with Semester Overviews, Unit Plans and assessment instruments/details for all subjects. Parents can access these on the school website under the Curriculum tab (see below).



Each Monday, students will be emailed a learning package for each subject to complete each week and should, wherever possible, work their regular timetable. Learning packages will be emailed by class teachers on Mondays via EQ email. Parents should check that students have received these and if possible, spend time discussing learning activities for the week. Learning packages will be uploaded to the school website on Tuesday each week.

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On-site supervision, with access to the school's Learning@Home materials, will be available to students of essential workers and vulnerable children. Students who attend school during this period will receive support to participate in the same learning program that is being delivered by their classroom teachers to students who are learning at home.

Teachers will be available to students (health and family circumstances permitting) during regular school hours (8.50 am – 3.00 pm). Students and parents may contact teachers via email outside of these times and await a response.

Supporting your student

Parents/carers can provide support for students by:

- establishing the expectation that your child will engage in their online learning following the timetabled routine of their normal school day where possible.
- 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 weekly learning packages and familiarise yourself with resources
- 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.

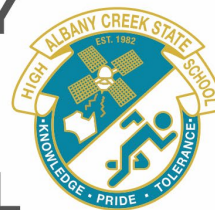
Communication/Engagement

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 attendance – email studentsabsence@albanycreekshs.eq.edu.au if your student is unwell and unable to complete learning activities
- 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.

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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 Teacher Aide, Defence Mentor, Learning Engagement HoD, Learning Connections HoD)	GuidanceOfficer@albanycreekshs.eq.edu.au
Welfare / Wellbeing	Year Level Coordinators: Year 7, 8 & 9 – Ms Daniels/Ms Steele Year 10 – Ms Volling Year 11 – Ms Box Year 12 – Ms Handfield	tstee65@eq.edu.au ldani39@eq.edu.au rvoll10@eq.edu.au kbox8@eq.edu.au ahand3@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	Deputy Principal Ms Archer – Years 10; Curriculum, AARAs Deputy Principals Ms Everett – Years 9 & 12; Attendance, Engagement, Student Wellbeing Deputy Principal Mr McMahon – Year 11; Timetable Issues, Staff Wellbeing, Staff Absence, Student Notices Deputy Principal Ms Kane – Year 7 & 8; Technology, Teaching & Learning Principal – Ms Amos	march4@eq.edu.au kever19@eq.edu.au gmcma14@eq.edu.au skane6@eq.edu.au Principal@albanycreekshs.eq.edu.au