

# EXPECTATIONS FOR ALL STUDENTS

# LEARNING@HOME

ALBANY  
CREEK  
STATE  
HIGH  
SCHOOL



## EACH DAY

### Send your email of attendance by 9.00am:

- Every student must send an email to the school by 9.00am each day to say that you are Learning@Home. Students who do not email by the required time will be listed as absent for the day and a text message will be sent to their parent/carer informing of the absence.
- **Email:** [LearningEngagement@albanycreekshs.eq.edu.au](mailto:LearningEngagement@albanycreekshs.eq.edu.au)
- **Subject Line of email:** 9P1 Jones, Wendy – Learning@Home
- Any issues with emailing, you should contact by phone on 3325 6360

### If you are, sick or have an appointment:

- Parents (only parents) should email the absence email address - [studentabsence@albanycreekshs.eq.edu.au](mailto:studentabsence@albanycreekshs.eq.edu.au) or phone the absence school office number 3325 6360 as they would normally do.

## EACH LESSON – Please note the changes here

### 1. Teachers will use a range of strategies to ascertain your attendance during their lesson

- Make contact with your teachers by email if you have any questions or comments.
- Follow teacher processes in relation to 'liking' posts or giving a 'thumbs up' in MS Teams or Edmodo to register your attendance for the lesson.
- DO NOT wait until the end of the lesson if you are having trouble.

### 2. During lesson time:

- You are expected to be working on the subject matter for each given subject during that lesson.
- If you put it off until another time and then have some trouble, or don't understand the work, your teacher may not be available to help you when you get stuck, and you will fall behind.

### 3. Trouble Shooting Problems:

- **Technology Issues:** We understand that across the state, there may be some issues with the technology. Just remember to keep in touch with us so we can help you. If you have an ongoing technology issue, please email the IT technicians with a description of your problem. Email address is: [technicians@albanycreekshs.eq.edu.au](mailto:technicians@albanycreekshs.eq.edu.au)
- **If something is missing or if you have difficulties understanding the work:** Email your teacher IMMEDIATELY if you do not have the resources for the lesson, or have some other obstacle that will prevent you doing that lesson's work during that lesson.

## CHECK IN TASKS – DUE DATES

**Your weekly learning package outline will indicate what you are required to submit and when.**

Submit your work on time - If you need extra time to complete work you need to advise your teacher as soon as possible and submit BEFORE the next lesson.

Extensions for **DRAFT or ASSESSMENT ITEMS** require PERMISSION FOR AN EXTENSION from the HOD of that subject (Years 7, 8 and 9) or Ms Archer (Years 10, 11 and 12) if you cannot hand it in during the lesson it is due. Do this via email at the end of the lesson. AARA application forms are available via the school website for you to complete if an extension is required.