



Common Understandings for Learning during Alternative Education Provisions Information for Students and Parents

Student Support

Student wellbeing is paramount.

Please do not hesitate to contact your key members of staff if there is anything you would like to discuss. Communication will be via email to support student wellbeing.

School Responsibilities

- Provide opportunities for continued learning for all students
- Maintain a minimum of weekly communication to check on student progress
- Provide clear expectations with regards to task requirements and timelines

Parent Responsibilities

- Establish routines and expectations
- Define a space for your child to work in
- Take an active role in helping your child with their learning
- Encourage physical activity
- Monitor how much time your child is online
- Monitor the use of social media
- Regularly check emails for communication from the school

Student Responsibilities

- Follow a daily routine for learning
- Identify a suitable space for learning
- Regularly monitor Teams to check for learning activities, communication and feedback from Staff (Years 7-12)
- Regularly monitor One Drive to check for learning activities and communication from your class teacher (Years P-6)
- Complete activities to the best of your ability, with integrity and academic honesty

- When needed use the HELP tile in Teams to access support for IT, learning or wellbeing (Years 7-12)
- Meet timelines and due dates as much as possible – communicate with your teacher if you cannot meet a deadline

Learning Arrangements

All parents and students should be familiar with the *Guidelines for Digital Learning at Emmaus* as well as BCE's IT Acceptable Use policy signed as part of the enrolment process (yellow forms). Parents are requested to review these guidelines with students.

1. In an online learning environment, parents should discuss with their students the risks associated with the inappropriate use of devices.
2. Delivery of online learning in Years 7-12 will take place through the **Office 365/Teams environment**. All students in Years 7-12 have had experience with the use of this platform and have had previous opportunities to engage with this platform at home.
3. In P-6, students are encouraged to follow a weekly timetable. In Years 7-9, students could follow their usual timetable. Lessons are provided at the same frequency as timetabled classes i.e. if there are two classes per week, then students should expect the equivalent allocation of work to be uploaded. These activities may be uploaded in one larger task to be completed over a period of time or separated into smaller parts. In Years 10-12, students have the flexibility to manage their workload but could use their usual timetable as a guide.
4. **Whole-class communication** will seldom occur via email in Years 7-12. Rather, the conversation space in Teams will be used for delivery of information to entire class groups. In P-6, staff will contact parents via email. P-6 staff will not email students directly. In Years 4-6, staff will share some files with students through One Drive. This will be accessed by students on their school issued device.
5. **Time boundaries for communication:** Staff will endeavour to respond to student or parent communication with no more than 24 hours elapsing between receipt and response. Any communication received outside the hours of 8.30am - 3.00pm (Monday-Friday) will be responded to during the following period of working hours. Communication received over a weekend will be responded to ASAP during the next working period.
6. **Weekly Learning:** The week of learning will be ready and active by 8:30am on the Monday of that week.

7. **Access to the College Grounds:** The following paragraph is subject to BCE decisions regarding the model of school closure (e.g. complete school closure, skeleton staff on site, all staff on site). We are expecting that there will be no student or parent access to the College grounds during a complete school closure.
8. **Staff on leave:** Staff members who are on leave will update their availability via an “Out of Office” automated reply to email. This message will also be placed on the Posts’ page in Teams.
9. **Student Illness:** It is important that records are maintained. If your child is not able to participate in the learning activities for the day, parents should register illness via the Parent Portal. This will also support requests for extensions to assessment dates for students in Year 11 and 12.
10. **Communication with the College:** If parents need to contact the College about any matter, please email psjimboomba@bne.catholic.edu.au. Your query will be forwarded to the relevant staff member for response.

Assessment arrangements

Years P-6

Teachers will gather as much information as possible about student learning progress. This will include specified student learning samples uploaded to OneDrive (Years 4-6) or emailed to the class teacher by the parent (Years P-6).

Years 7-12

Any 7-10 exams that might be scheduled during a potential school closure may be deferred until the school reopens. Existing assignment work can be submitted via Turnitin as scheduled. Teachers will ensure that reasonable student support (e.g. scaffolding, modelling) has been offered.

For Year 11 and 12 assessment, QCAA will provide advice specific to school closures. Advice about Unit 3 & 4 assessment during a potential closure is shown below:

If the closure time intersects with an assessment submission date, students will submit via Turnitin on the due date. Examination dates will be decided in consultation with the Learning and Teaching team and follow advice from QCAA.

Access to IT Services

Requests for IT support should be emailed to itstudenthelp@svc.emmausjimboomba.qld.edu.au. This support will be delivered between the hours of 8:00am-4:00pm.