Saint Stephen's College

A Parents' Guide to Off Campus Learning

Principal's Message

During these challenging and confusing times, sometimes it is difficult to stay on top of information, especially when it is coming at you from every direction.

With this in mind, we have created one easy to navigate document to ensure you are on top of everything that is happening in your child's or children's educational life. We have streamlined the booklet as much as possible, but hopefully, have included all relevant information you need to be able to support your child's or children's home-based learning during the next five weeks.

Our Off Campus Learning (OCL), student wellbeing programs, daily schedules, technology guidelines and code of conduct as well as parent resources are included in this document.

I am only too aware that there is a lot of additional pressure on families at the moment through this social isolation phase, and supervising your child or children while they are learning, could certainly be a contributing factor to increased pressure at home.

For those of you worrying about how you will cope, please rest assured we are here to help you through this process, in fact, we are here for you just as much as we are for your children.

Please remember that in the greater scheme of things, the current circumstances will not be in place for an extended period of time. If your young child (or you) needs a break – take it. If they are not managing to do the suggested work each day, that's okay, the most important thing at this time, is for your family to be healthy and secure.

Thank you for you patience and understanding during these unprecedented times. I am heartened by the fact that the worst of times tends to bring out the best of mankind and I am certainly seeing that throughout the Saint Stephen's College community.

God Bless

Kim Cohen
Principal

Junior College

Relationships are key to a good education, and while remote learning makes maintaining our tightknit school bond a little more difficult, it is possible.

As we enter Phase Two of Off Campus Learning, we are committed to sustaining the teacher-student relationship through continued and strengthened communication, connection and sharing.

Live interactions throughout the day will enable each class to interact in their own virtual classroom with their teacher. This is an important time where we will be able to check in with each other, discuss learnings and show each other our work.

Our teachers are highly experienced and know the curriculum thoroughly. Their main priority is to ensure essential content is covered and that the learning pattern is maintained.

When normal operations resume, students will be on track to continue to progress with the current curriculum.

This structured platform enables students to access new content and activities, while also providing flexibility for families to work around both their home and work commitments.

In this difficult time, the partnership between the College and parents is extremely valuable.

Our goal is to ease the pressure of learning from home with all staff members available to support families through this period.

Leith Biggs
Dean of Junior College

Learning Overview Foundations (Prep to Year 3)

Teachers will be using *Microsoft Teams* to check in with students via *Livestream* every morning at 8.30am and again at 1pm, providing an opportunity for students to touch base with their classroom teacher for roll call, wellbeing and other information to set them up for the day.

A link to *Microsoft Teams* will be sent with the daily *PowerPoint*.

Teachers have prepared *PowerPoints* with voice-over and teaching videos which provide step-by-step instruction for students and parents to follow.

This will make it easier for students to access lessons and complete activities at home. Prep to Year 3 teachers will be using *SharePoint* to store daily *PowerPoints* and resources for lessons.

Families can access *PDF* worksheets if printing from home, however if you require paper copies, these will be available for collection every Friday.

Completed work can be returned at the same time to be marked by classroom teachers, sent via the post or alternatively, students can upload videos/photos of work on *Dojo* for teachers to view.

Learning Overview Consolidations (Years 4 to 6)

Teachers will use *Microsoft Teams* and email to communicate with students.

Classroom teachers will check in via *Livestream* with their own students every morning at 8.30am for roll call, wellbeing discussion and to set students up for the day.

They will also check in again at 1pm to share learnings and explain the afternoon session.

Lessons will be provided via videos and some through *Livestream*. The OCL teacher will continue to answer questions throughout the day via email.

Students access the daily plan, new content and activities through their class *OneNote*.

Classroom teachers will continue to check, mark and keep track of work completed.

Livestream **lesson with** *MicrosoftTeams*

Students will be using their College account to log in to the *Teams* app.

The 8.30am and 1pm check-ins will appear in the *Teams* app calendar for students to join.

More information about student accounts and *Teams* can be found at the end of this brochure.

Timetable and Roll: Prep to Year 6

Clasroom teachers will conduct a roll call every morning during live sessions via *Microsoft Teams.*

TIME	TEACHING AND LEARNING	COMMUNICATION
8.30am - 8.50am	Connection with classroom teacher via *Microsoft Teams* and roll taken	Classroom teacher via *Microsoft Teams*
8.50am - 9.50am	Teacher directed learning	Year level OCL teacher available throughout the day to answer questions via email
9.50am- 10.20am	MORNING TEA	
10.20am - 12.25pm	Teacher directed learning	
12.25pm - 1pm	LUNCH	
1pm - 1.30pm	Reconnection with classroom teacher via *Microsoft Teams*	Classroom teacher via *Microsoft Teams*
1.30pm - 3.05pm	Student directed learning - Specialists and other subjects	Year level OCL teacher available until 3.05pm to answer questions via email

Senior College

If you were to ask any Senior College teacher what makes the College so special, the resounding response would be 'our students'.

The positive partnerships between teachers and students are at the very core of everything we do – whether it be face-to-face in the classroom, on the sporting field, or in the music hall. This continues to ring true as we enter Phase Two of Off Campus Learning which necessitates a shift in the way lessons are delivered, yet our focus on the academic and pastoral wellbeing of our students remains constant.

The relationships forged between our teachers and students are a strength on which we can draw during these challenging times, ensuring Off Campus Learning is meaningful and engaging for all pupils.

Our dedicated teachers will plan and deliver lessons to ensure students move forward in their understanding of the curriculum. Although the day is structured around a timetable, within the week opportunities exist for students to be flexible with their learning and seek extra support and guidance from staff according to their individual needs.

Finally, the partnership between parents and teachers in supporting their child's education continues to be fundamental in Off Campus Learning. Parents are encouraged to remain actively engaged in the process and communicate with relevant staff via email when necessary.

This emphasis on relationships and working together will ensure Off Campus Learning in the Senior College will be successful.

Kate Naug
Acting Director of Studies

Kathy Dendy
Dean of Students

Learning Overview Connections, Experiences and Credentials (Years 7 to 12)

The Term Two timetable is structured to maximise online academic learning opportunities and support student wellbeing.

Teachers will communicate with students and host their online lessons via *Microsoft Teams*. This was trialled very successfully in the last few weeks of Term One. **Students will need to install and log into the *Teams* app for Term Two.** They will join the *Teams* lesson as per their timetable via the *Calendar* lesson invite. *Teams* app installation details can be found at the end of this document.

Weekly overviews of content to be covered, as well as activities and resources, will be available on each subject's homepage on *D2L*.

Additionally, many subjects use an online *OneNote* class book, which allows teachers to regularly review student work and provide valuable feedback during Phase Two of home-based learning.

In addition to their regular lesson times, students will also have time scheduled where they are able to attend subject specific tutorials and complete independent work in preparation for interactive online sessions.

Where possible, students will work on assignments throughout Term Two for their assessments as opposed to sitting examinations so no one is disadvantaged during this government directed home-based learning period.

Finally, the Term Two OCL timetable reflects our continued commitment to the welfare of students.

Each school day will begin with a Tutor Group where students can touch base with their tutor, with additional time provided for student wellbeing activities including Chapel, Pastoral Care and Pos Ed.

Timetable and Roll: Years 7 to 12

All Years 7 to 12 students will follow a new timetable structure as part of Off Campus Learning (OCL) Phase Two.

For every lesson (including Tutor Group, Chapel etc) a roll will be taken.

Students must log on via *Teams* at the start of each lesson.

PERIOD	TIME	DURATION
TUTOR	8.15am - 8.30am	15 minutes
1	8.30am - 9.35am	65 minutes
BREAK	9.35am -9.45am	10 minutes
2	9.45am - 10.50am	65 minutes
BREAK	10.50am - 11.15am	25 minutes
3	11.15am - 12.20pm	65 minutes
BREAK	12.20pm - 12.30pm	10 minutes
4	12.30pm -1.35pm	65 minutes
BREAK	1.35pm - 2pm	25 minutes
5	2pm - 2.30pm	30 minutes
BREAK	2.30pm - 2.35pm	5 minutes
6	2.35pm - 3.05pm	30 minutes

Learning Enhancement

If your child currently receives support from the Learning Enhancement Department, rest assured staff will continue to ensure they maintain access to necessary support during Off Campus Learning (OCL).

Each day the Learning Enhancement Teacher will be holding an 'open office' where parents and/or students can connect with staff via message, email, chat, *MS Teams* or the appropriate year level platform. Learning Enhancement Teachers and Learning Assistants from each year level will contact parents with their available time.

Learning Enhancement Teachers will be available from 8am to 4pm, Monday to Friday via email:

Kirsty Jackson	Prep and Year 1	kjackson@ssc.qld.edu.au
Kate McNamara	Years 2 and 3	kmcnamara@ssc.qld.edu.au
Tracy Ashbridge	Years 4 and 5	tashbridge@ssc.qld.edu.au
Amy West-Sadler	Years 6 and 7	awestsadler@ssc.qld.edu.au
Anabel Jan-Gomes	Year 8	ajangomes@ssc.qld.edu.au
Michelle Roux	Years 9 and 10	mroux@ssc.qld.edu.au
Glenys Heslin	Years 11 and 12	gheslin@ssc.qld.edu.au

The Learning Enhancement staff from Prep to Year 6 will be providing activities, live lessons and/or video lessons for students who have been participating in programs outside their regular classroom (i.e. QuickSmart, PAL, ELF).

Staff from Years 7 to 12 will be participating in the *MS TEAMS* classes with students and also providing their withdrawal lessons through *MS TEAMS*.

Our aim is to be proactive in supporting students throughout this process and we will be making contact with them and/or parents to check in and provide any support required.
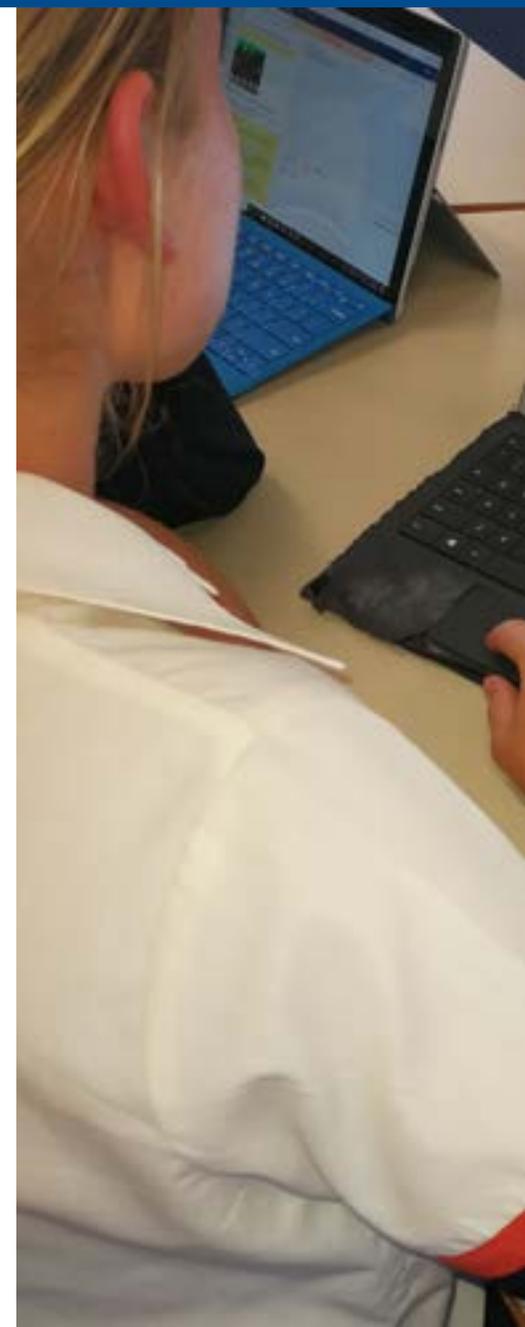
Intensive English and EOL

Intensive English

Intensive English will follow live online classes with tutors sending each student invitations to the learning phases each day. Creative Arts has been increased to run daily and will do so for all Intensive English students in Period 4 (12.30pm – 1.35pm).

Students enrolled in mainstream subjects will continue to take part in timetabled lessons. Students who are not yet in mainstream classes but who would like to experiment with this content out of school hours are able to have access to these materials. Please inform the International Centre at the College if you wish to register for this involvement.

English as an Other Language (EOL)

English as an Other Language services have been increased to cater for OCL learning. Students from Prep to Year 5 will engage in one-on-one *Teams* meetings with their EOL tutor.

This service will be supported by our Junior College Learning Assistants who will be communicating with EOL students and parents of backgrounds other than English to comprehend the learning directions.

Students in Years 6 to 12 will engage in more regular sessions with their EOL tutors and have additional access to drafting assistance. English as an Other Language students will have access to private online meetings with their tutors to help explain their learning instructions.

Students have also been given contact details of native speaking staff members in Japanese, Chinese and Korean for support with OCL.

All other languages are to contact the International Centre on international@ssc.qld.edu.au

Technology Code of Conduct

Students need to demonstrate the same high level of behaviour and attitude to learning they would normally be expected to show in the classroom.

The following Code of Conduct is very easy to understand and follow.

All content, including text, chat contributions, video and audio that students share in a session can be recorded and accessed by teachers after the session.

Students need to:

* Ensure an adult is aware they are in a *Livestream* session

* Respect others' rights to learn by not disrupting the session

* **Always keep the webcam off** except when invited by the teacher to share work with the session

* Keep the microphone on mute unless contributing to the discussion or asking a question

* Post only appropriate images, text or other content in the chat

* Refrain from sharing images, video or text from a *Livestream* or video to others outside the class or College student cohort

* Attend the *Livestream* in a shared space, such as a dining room or lounge room, wearing appropriate clothing. **Sessions must not be joined from student bedrooms with closed doors**

* Use a headset with a microphone

* Understand that all content posted or provided in a *Teams* session can be viewed and stored by the teacher

* Understand that a failure to follow this Code of Conduct will lead to consequences such as a Technology Exemption for Inappropriate Use
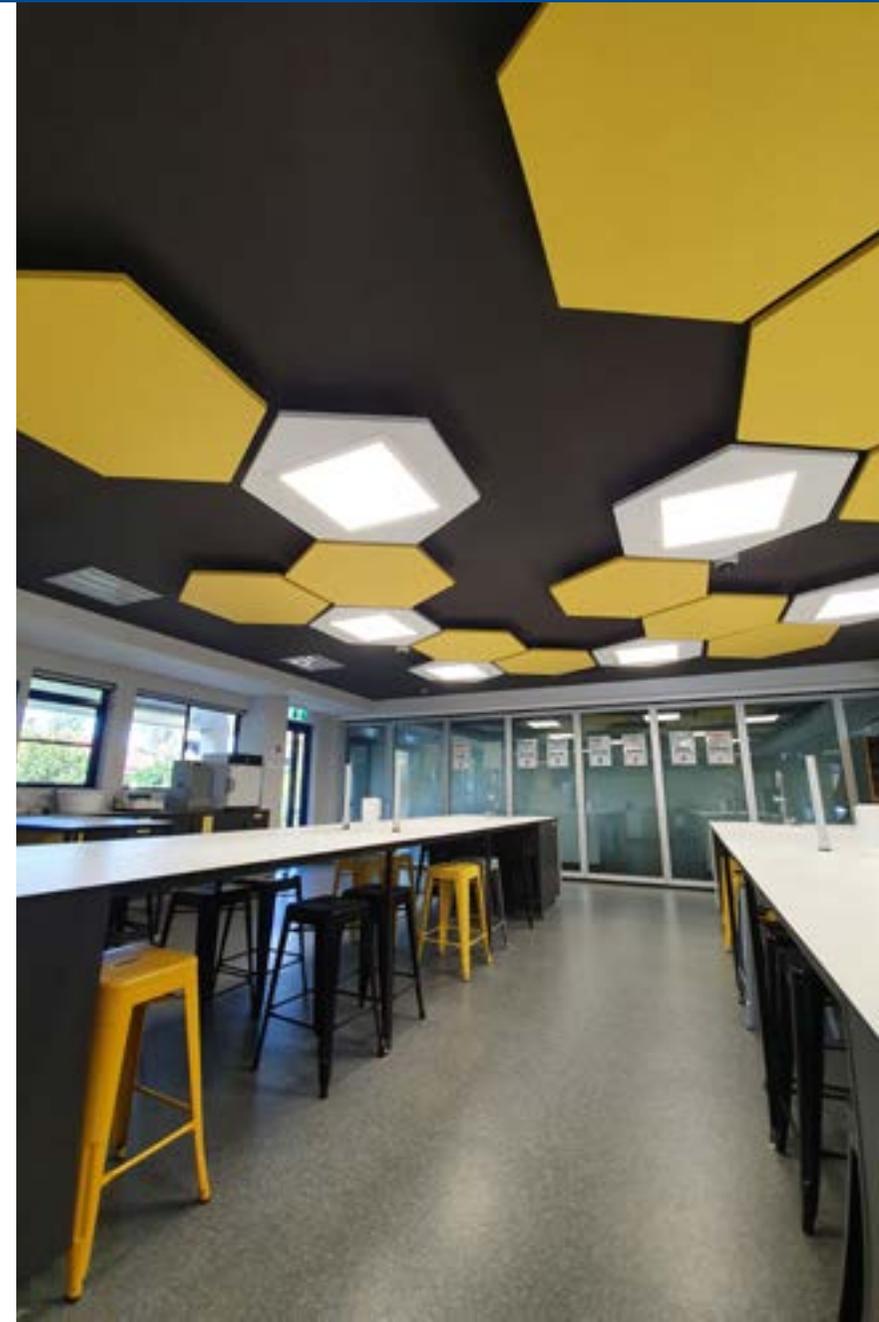
Home Guide to Off Campus Learning

The transition to Off Campus Learning will be challenging for families. Parents will need to think differently about how to support their children and create structures and routines that allow their children to be successful. Some students will thrive with distance learning, while others may struggle. Teachers are learning too, so please support them in this difficult time and expect possible delays in email replies.

Establish routines and expectations

* Set regular hours for children to work , starting at 8.30am and keep normal bedtime routines

* Children should move regularly and take periodic breaks as they study

* Alternate between online and offline tasks

Define the physical space for your child's study

* Establish a space or location where your children will learn most of the time. This should be a public or family space, not in a child's bedroom behind a closed door and should be a place that can be quiet at times, and where parents are present and monitoring their child's learning.

Equipment

* Students will need access to their laptops or other computers

* Make sure you can see the screen as you walk by

* Headphones with a microphone and stable internet connection are essential

* A mouse, keyboard and monitor for an extended desktop are desirable

Start and finish each day with a simple check-in

* In the morning, ask your child what they are working on throughout the day and how you can support them and establish regular check-ins as part of each day to see how students are progressing.

Monitor how much time your child is spending online

* Have breaks in between screen time

* Altenate between online and offline work

Home Guide to Off Campus Learning

Take an active role in helping your children process and own their learning

* People learn best when they have opportunities to process their learning with others, however, it is important that your child owns their work

* We have tried to replicate interaction with classmates and teachers as outlined in the communication process,however, students will want to be in touch with their friends and will do this with messaging apps

Monitor communications from your children's teachers

* Teachers will communicate with parents through email when necessary, with the frequency and detail of these communications determined by your child's age and degree of independence

* Teachers will be communicating with dozens of other families, so please be patient with the time it may take to get back to you

Encourage physical activity and/or exercise

* Make sure your children remember to move and exercise as this is vitally important to their health, well-being, and learning

Remain mindful of your child's stress or worry

* Children need as much normal routine as parents can provide

* Try some mindfulness and meditation apps to control anxiety

Set rules around social media, music and device use

* Phones are not allowed during school hours, so students should not have access to their phones for social networking when working or studying

* Set regular breaks for socialising and only allow it during these times, especially for phone apps

* Remind your child to be polite, respectful, and appropriate in their digital communications and to represent your family's values in their interactions with others

A dedicated page for further information and resources about Off Campus Learning is available on the College website.

Source: (Adapted from the American School in Japan. This work is licensed under a Creative Commons Attribution-ShareAlike 4.0 International License)

Wellbeing Top Ten Tips

1. Exercise regularly – go outside if you can

2. Connect with friends – chat or play games online or talk over the phone

3. Try mindful meditations – check out Smiling Mind and Insight Timer (apps), and/or the daily meditations offered by the Institute of Positive Education https://positiveeducation. myshopify.com/collections/free-resources/products/mindful-meditations

4. Get plenty of sleep – set up good bedtime routines, including taking a break from technology and social media before going to bed

5. Eat well and drink plenty of water

6. Be creative!

7. Try something new, or set up some challenges for yourself and/or with your friends

8. Focus on being positive – have a positive mindset; watch, read or listen to something uplifting

9. Maintain perspective

10. Check in with yourself: How are you feeling? (see the weekly personal mental health check-in provided by Black Dog Institute - https://www.blackdoginstitute.org.au   Seek help if you need to – from parents, friends, a trusted adult or one of the following agencies (for resources, as well as counselling and chat services):

Beyond Blue   https://www.beyondblue.org.au   Ph 1800 512 348

Headspace - https://headspace.org.au/eheadspace   Ph 1800 650 890

Kids Helpline – https://kidshelpline.com.au   Ph 1800 55 1800

Lifeline – https://www.lifeline.org.au   Ph 13 11 14

Wellbeing tips and strategies will also be explored in Pastoral Care and Positive Education lessons as well as by tutors and teachers when they check in with students.

Microsoft Office 365 and *Teams* Installation

All students have access to the education edition of *Microsoft Office 365* which can be installed on up to five personal computers, this includes the *Teams* app. To access the online and installed versions of *Office 365*, including *Teams*, use your child's College email address and password. You will need these log in details to access all the apps.

Online access to *Microsoft Office 365* is at https://www.office.com. The 'Sign in' link is in the top right corner. Once logged in, click 'Install Office' and choose '*Office 365* apps' and follow the directions.

Prep to Year 3 You will receive an email from the Primary Administration with your child's email address and password.

Year 4 Students can use their existing school log in details (contact teacher for support). Please note some Year 4 students may already have College laptops.

Years 5 to 12 Students have *Office 365* on their laptops already. You can use your child's log in details on other personal computers to install *Office 365*.

The online version of *Office 365* can also be used with these log in details. If your personal computer already has *Office 365* installed and registered with another account, for example a work email, you will not need to install the program with a student log in. Students can use the *Teams* app through a browser in this situation.

Hints

* Designate a browser to be the one you always use for *Office 365* and *Teams*. The *Edge* browser works well for this

* Some students may receive *Teams* meeting invites in their *Outlook* and *Teams* app Calendar. This depends on the year level and parents will be made aware beforehand. *Outlook* can be installed and is also available via the web version of *Office 365*

* Download and install the *Teams* app. Log in with your College email and password

Requirements for *Microsoft Teams* App

More specific information can be found on the *Teams* website with apps for all devices available.

Device Operating System Requirements	
Windows computers	**Windows 10, Windows 8.1**
Apple Mac	**Mac OS X 10.11 El Capitan or later**
iPhone (min 5S) iPad 5 min	**Two most recent IOS versions**
Android phones and tablets	**Four most recent Android versions**

Students in Years 5 to 12 have their own laptop. Younger students will need to have access to a device at home for most of the day. If this is not possible, a loan device can be arranged through the College by contacting the Junior Administration at jnradmin@ssc.qld.edu.au.

General troubleshooting can be accessed through the IT Department via it@ssc.qld.edu.au. Please provide specific information, including error messages and screenshots where possible.

Your computer may already have the *Teams* app installed. Search for it first and use the College email and password to log in.

If the *Teams* app is not already on your computers, download and install the *Teams* app for your device.

Trouble Shooting and Support

Sick Child	Log in to the Parent Portal to report your child's absence	
	Primary	5573 8673 or jnrabsentee@ssc.qld.edu.au
	Secondary	5573 8675 or snrabsentee@ssc.qld.edu.au
Technology Issue	IT Department	IT@ssc.qld.edu.au
Behaviour Issue	Email teacher or Head of Year	
Primary Pastoral Care	Richard Smith	5573 8610 or rpsmith@ssc.qld.edu.au
Secondary Pastoral Care	Kathy Dendy	5573 8639 or kdendy@ssc.qld.edu.au
College Counsellor	James Evans-McLeod	5573 8620 or jevansmcleod@ssc.qld.edu.au
eLearning Support	eLearning Department	elearning@ssc.qld.edu.au
Learning query	Email teacher	
International student matters	Sam Holmes Paula Craft	sholmes@ssc.qld.edu.au pcraft@ssc.qld.edu.au
Homestay matters	Julie Russ	jruss@ssc.qld.edu.au
Health and Safety	Bob Nicol	5573 8612 or bnicol@ssc.qld.edu.au

College Prayer

Almighty and Everlasting God.

We pray there exists in our College an atmosphere of love and care amongst all who teach and learn.

May there always be at Saint Stephen's College, a desire to love that which is worth loving, to know that which is worth knowing, to hold high that which is most precious to thee, and to dislike that which is evil in thine eyes.

Grant that Saint Stephen's College may be a home of fellowship and brotherhood, culture and learning, and that all who pass through these doors may ever be witness to God our strength, excellence our pursuit.

Through Jesus Christ our Lord, Amen