



# WynnumHigh@Home

Online Learning Guide for  
Students and Parents



## Welcome to WynnumHigh@Home

This document is produced for parents, carers and students of our school as a **Guide as to what to do if we go into lockdown** due to the current COVID19 pandemic which is continuing to create challenges for us all in our daily lives.

If a lockdown is announced by our government, **online learning** will commence for students. This means that students will stay at home and the learning will be delivered online by teachers from our school. Given that lockdowns can happen quite suddenly, online learning may commence immediately or a couple of days after the announcement. If there is a 'lag' time before online learning commences, students should continue with homework and set assignments. They should engage with subject textbooks and other general learning activities such as reading set novels or library books. Engaging in some physical exercise is always an essential part of this learning.

### Timetable Structure

Each day during lockdown, students should attend lessons as per their regular timetable.

9.00 – 10.10	Period 1
10.10 – 11.20	Period 2
11.20 – 12.00	Lunch
12.00 – 1.10	Period 3
1.10 – 1.40	Lunch
1.40 – 2.50	Period 4

### Student Attendance

Parents and carers and students will be told by the school how student attendance will be recorded during lockdowns. Initially though, assume that students are all being marked present.

### Lessons

Microsoft Teams is the 'go to' platform for each subject. This is where teachers will communicate instructions about how they will be providing online learning for their subject. This may be through any one of the following:

- Online live lessons using Microsoft Teams
- Self-directed learning using resources within Microsoft Teams
- Self-directed learning using One Note Class Notebook

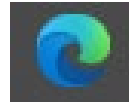
Students will be directed to submit at home tasks through one of the following:

- Microsoft Teams
- Class notebook
- Email

It is important to submit learning tasks to teachers regularly so teachers can provide feedback and support continuity of learning.

## Accessing Microsoft Teams:

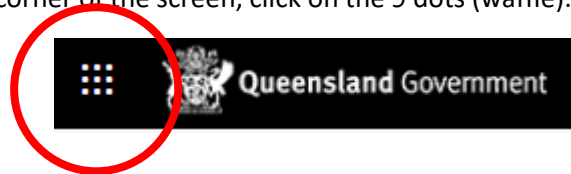
1. Open Microsoft Edge (not Internet Explorer)
2. It should take you to the Student Intranet.



If not click on this link:

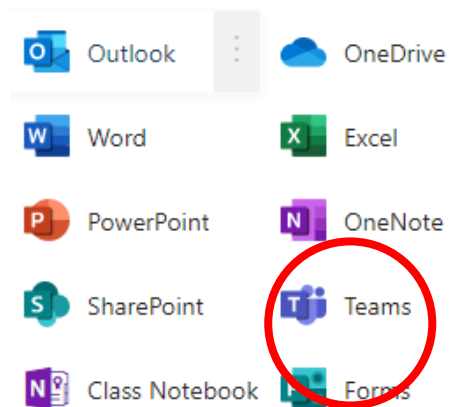
<https://gedu.sharepoint.com/sites/2021/StudentPortal/SitePages/Home.aspx?web=1>

3. In the top left corner of the screen, click on the 9 dots (waffle).

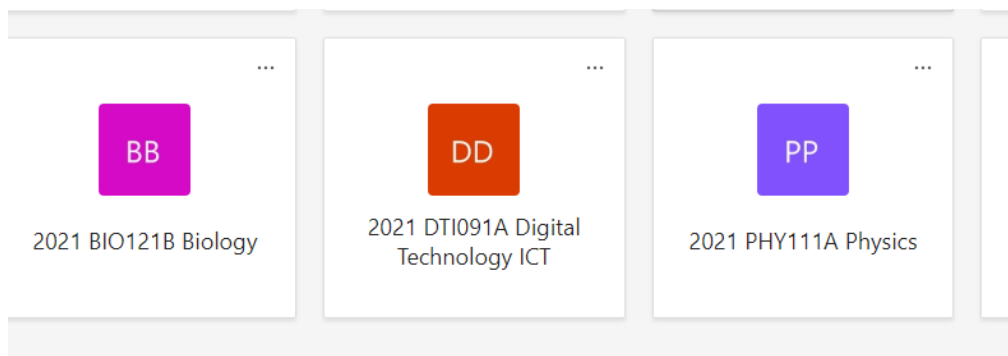


4. Click on teams

### Apps












5. Open teams in Edge. This will give you access to all your classes teams in the browser. You can open teams this way each time or you can download the app. (see the next section, Support and Resources for help with this)
6. All of your classroom subjects should now be on your screen and look something like below. If a subject is missing, email your teacher as soon as possible.



## Support and Resources

In the “Documents” section of the Student Intranet (on the left side), there are a number of useful resources including:

### Documents

 Name ▾
 WynnumHigh@Home Online Teaching and Learning.docx
 WSHS Assessment Policy
 FinalFindYourTimetableStudents.mp4
 How students get access to teams.pdf
  How to Access Microsoft Teams V2.mp4
  Tour of Microsoft Teams.mp4

## Pastoral Care

Pastoral care lessons will be emailed to each year level by Tuesday 8.00 am each week. These lessons will consist of a combination of wellbeing activities, study skills and career preparation.

## Setting up Your Workspace

Ensure your workspace is well lit and that you have a comfortable chair which supports good posture. When participating in online lessons ensure your background is appropriate. Use a Teams background or the blur function.

## Online Etiquette and Expectations

The expectations of student conduct during online learning are the same as those at school. Please refer to the Wynnum State High Code of Conduct for further details.

<https://wynnumshs.eq.edu.au/supportandresources/formsanddocuments/documents/wshs%20student%20code%20of%20conduct.pdf>

School uniform does not need to be worn during online learning, however students should wear appropriate clothing during live video lessons.

## Assessment

Heads of Department will readjust assessment timelines where required during online learning. This will be communicated through Microsoft Teams.

## Reporting

Adjustments to academic reporting will depend on the duration of online learning and be directed by Department of Education.

## Seeking Assistance from Teachers

During online learning, teachers are available for support during timetabled lessons and via email. Teachers will not be able to respond to queries immediately outside of timetabled lessons, however they will respond to email queries during school hours. It is not expected that teachers will respond to students outside of this time unless prior arrangements have been made with the teacher.

## ICT Assistance

During online learning students may consult with their teachers for learning-related IT issues. For connection, software or hardware issues, students may email:

- Mr Nutley [anutl1@eq.edu.au](mailto:anutl1@eq.edu.au)
- Mr Christie [achri209@eq.edu.au](mailto:achri209@eq.edu.au)
- Mrs Redsell [sreds8@eq.edu.au](mailto:sreds8@eq.edu.au)

The IT Department is open during lockdowns and parents, carers and students are able to access technical support. It is important that students are very active in checking that their laptop is in full working order at all times in case we go to lockdown without much notice.

## Password reset

In previous lockdowns, we have been initially inundated with calls from students telling us that their online learning accounts are blocked or they are locked out of their computers. The problem occurs when students change their computer passwords at home and not here at school whilst connected to the EQ network. You can only change your password whilst connected to the EQ network for it to also work from home. The way around this is to ring us and we will change your password for you (but then you cannot change it again until you are back at school). Alternatively, you could drive to school, park at the front where you can connect to the network and change your password yourself.

## Inclusive Education

Students supported by a Case Manager from the Inclusive Education Department will continue with online learning set by classroom teachers with regular check-ins from their Case Manager. Students who have an Individual Curriculum Plan (ICP) will receive learning materials from their Case Manager for ICP subjects (English and Mathematics).

## Senior Schooling

The Queensland Curriculum and Assessment Authority (QCAA) will communicate directives relating to Unit 3 and 4 assessment directly with Principals. Actions relating to these directives will be communicated with students and parent via email.

## Instrumental Music

Instrumental music lessons will continue via OneNote during online learning. Students will receive further communication from their instrumental music teacher.

## Student Wellbeing Support

Communication between home and school continues to be of high importance whilst students are learning from home. The wellbeing of students during this time is a high priority for all of us.

Please find a list below of staff who are available to support student wellbeing. Please do not hesitate to contact them if you have any concerns at all.

Name	Position	email
Jo Soothill	Principal	<a href="mailto:jsoot1@eq.edu.au">jsoot1@eq.edu.au</a>
Elizabeth Williams	Deputy Principal – Year 10	<a href="mailto:ewill4@eq.edu.au">ewill4@eq.edu.au</a>
Kim Hutchinson	Deputy Principal – Years 8 and 11	<a href="mailto:khutc1@eq.edu.au">khutc1@eq.edu.au</a>
Marina Williams	Deputy Principal – Years 9 and 12	<a href="mailto:mwill246@eq.edu.au">mwill246@eq.edu.au</a>
Lisa Hawkin	Deputy Principal – Year 7	<a href="mailto:lhawk7@eq.edu.au">lhawk7@eq.edu.au</a>
Robert Inglis	Guidance Officer	<a href="mailto:ringl1@eq.edu.au">ringl1@eq.edu.au</a>
Greg Deighton	Chaplain	<a href="mailto:gdeig1@eq.edu.au">gdeig1@eq.edu.au</a>
Josh Gaffel	Head of Department Junior Secondary	<a href="mailto:jgaff24@eq.edu.au">jgaff24@eq.edu.au</a>
Tenielle Lumsdale	Head of Department Senior Schooling	<a href="mailto:tlums1@eq.edu.au">tlums1@eq.edu.au</a>

During school hours you may also choose to contact the school via telephone on 3906 7333.

## Community Mental Health Support

- Kids Helpline <https://kidshelpline.com.au/>
- Headspace <https://headspace.org.au/>
- Reach Out <https://au.reachout.com/>
- Beyond Blue <https://www.beyondblue.org.au/>
- Lifeline <https://www.lifeline.org.au/>
- Smiling Mind <https://www.smilingmind.com.au/>

## Cyber Safety

For information and tips about safety please see the commission of safety website <https://www.esafety.gov.au/key-issues/covid-19>

## How to be best prepared for a lockdown

- Take laptop and textbooks home each night
- Ensure textbooks are downloaded onto laptops from G:drive – talk to your teacher about how to do this
- Know how to access Microsoft Teams
- Know how to access online lessons in Teams
- Know how to access your Class Notebook
- Have a list of your teachers email addresses
- Ensure you have a copy of your school timetable printed for your workspace at home or saved to your desktop.

## For parents/carers

Parents/carers will play key support roles as students learn from home, making clear communication between teacher, student and parents/carers key. The most important thing parents/carers can do is to continue to provide routine, support and encouragement for their children.

There's also a QCAA Parent Guide "Students learning from home".

<https://www.qcaa.qld.edu.au/coronavirus-updates/students-parents>

## Learning tools and resources Queensland Government Department of Education

The Department of Education has a number of online tools and resources to support students. learning@home includes a range of activities, advice and resources for teachers, students and their families.

This collection of resources can be accessed via the Department of Education website:

<https://education.qld.gov.au/curriculum/learning-at-home>.

## Short videos for educators, students and parents/carers

TED-Ed@home includes free high-quality, interactive, video-based lessons delivered daily via email. These short videos in the TED Talk style, with support material designed for use in digital education (US and global content) are available from the TED-Ed homepage:

<https://ed.ted.com>