Corinda State High School

Learning@Home

Parent and Student Handbook

Great state. Great opportunity.

Queensland Government

Contents

SECTION 1: Daily operations

1.1   Attendance at School

This document outlines how learning@home operates at Corinda State High School in the case of a lockdown or school closure. Students experiencing vulnerability and those whose parents are essential workers will be able to attend school and will be provided supervision on school sites. during a lockdown in line with State Government directives.

An essential worker is someone who provides essential services and who is unable to work from home. This includes but is not limited to doctors, nurses and other front-line medical staff, retail workers, haulage drivers and police officers.

Entrance to the school will be via the administration gate or the roll room gate only. Masks must be worn by students. Mask exemptions are identified in this link. Students will meet at the old Hall at the beginning of the day. Students who attend school will be supervised by members of our Senior Leadership Team inside the RIC building (please note that this will be amended based on student numbers throughout the duration of any lockdown) Students on campus will not have their regular classroom teacher and the expectation is that all questions are directed to their Daymap account for lesson instructions. All students will have online interaction with their class teacher via Teams each lesson.

Any student who attends campus and presents with cold and flu like symptoms will be sent to the sick bay and family will be immediately contacted for collection. For the safety of all staff and students, we ask that no student be sent to school if unwell. Please keep in mind that Covid-19 symptoms can present as very mild.
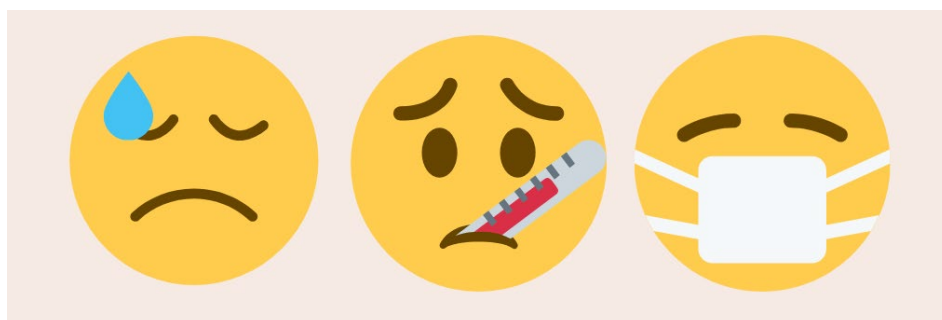
Students will be required to wash their hands at the beginning of lunch and conclusion of break times prior to attending classes. The school will continue to conduct additional cleaning and restocking of amenities throughout the school day. We will review playground areas on a daily basis, dependent on student numbers.

The school canteen will NOT be operating during this time, however the cafe will be serving toasted sandwiches and other light refreshments.

1.1.1 School Transport

Transport arrangements, as an essential service, will continue to operate for students attending onsite. Social distancing guidelines will be followed on school buses, at bus interchange locations, and at other shared transport services. Transport operators will ensure that buses and surface touch points are cleaned according to COVID-19 cleaning and disinfection recommendations.

Due to the customised nature of delivery, specialist school transport (minibus, taxi or supported bus travel) requires parents/carers to directly inform operators if students are not travelling.

Keys to Successful Learning@Home

Engagement

It is important that students engage with their work and their teachers to ensure continuity of learning during this period. Support Services are available should students or parents require extra advice or support.

Attendance

Student attendance will be marked through online engagement.

Routine

Students are expected to begin their daily school routine by 8:40am. The regular school timetable will be observed by staff and students onsite. Students learning from home are encouraged to maintain these timings wherever possible.

Communication

Staff will communicate through Microsoft Teams. Parents are encouraged to use the Corinda Parent Connect Facebook group for ideas and support

1.2 Attendance Online

It is a school expectation that students will be engaging with our Learning@Home model. Teachers will be on Teams during their timetabled lessons. Roll marking will be managed by classroom teachers online through student engagement. We ask that each day, students check their DayMap lessons for instructions on what they need to do and log into their Teams site to engage with their teacher during the scheduled lesson. Any student who has not engaged with the Teams site/Daymap will be marked as absent for the lesson.

If students are unwell or unable to engage with learning for the day, please contact the school absence line as per the regular scheduled absence process.

1.3   Teacher Not Online at Scheduled Time

If a student signs into their online classroom and there appears to be no teacher available after a 10-minute period, they are required to contact the school using online@corindashs.eq.edu.au

This will allow students to have one point of contact should they not have access to the teacher and the school can follow up immediately. We will monitor this email closely during the day so the school can promptly check in with teachers when necessary.

1.4   Students with Limited Access to Resources

Students who have limited access to IT resources will be identified by the school. Those students with no access to laptop/internet at home will be delivered printed materials at the beginning of each week following a school closure announcement by a member of our staff in the school CSHS bus. The previous week's work will be picked up at the same time. The school has a limited number of older laptops available for loan. Senior students will be given first preference when deploying these and individual circumstances will be closely considered.

If you do not receive materials by close of business Wednesday, please contact the school.

1.5   Lesson Times and Student Attendance

Our teaching staff will be following the below timetable and will be available on Teams to respond to any student questions and facilitate learning during their timetabled lessons. We understand that this is a challenging time for some families and that being Online at the scheduled time may not work. Students may access their lessons at anytime but need to be aware that their teacher will be available for support and feedback during their scheduled lessons. Students can communicate directly to their teacher via their Team Sites. We request that students use these communication tools as other class members may be able to answer the questions for you also. Please be patient with Teachers if they do not respond immediately. Emailing teachers should not be used until you have already attempted communication via Teams . Staff are not expected to be replying to emails outside of business hours.

We will be operating with the below lesson times:

Lesson Times	
Home Group	8:40 – 8:50
Period 1	8:50 – 9:40
Period 2A	9:40 – 10:05
Period 2B	10:05 – 10:30
Break	45 minutes
Period 3	11:15 – 12:05
Period 4	12:05 – 12:55
Break	35 minutes

1.6   Lesson Distribution

Lessons will be distributed to students via their DayMap account. It is an expectation that all classes will provide resource for each timetabled lesson that they teach (including TTF, WRAP and ATAR). The lessons will be distributed at junctures throughout the week. Teachers will release these at suitable times for their subject areas. This may be at the start of the day, or the end of the day prior to the following day's lessons. This will depend on the engagement of students and any adjustments that may need to be made to the scheduled lesson. It is our intention for students to always have one lesson of work available to engage with for each subject area. Their DayMap lesson will state what the task they need to complete is and where they will be completing this.

- Task to be completed: e.g You are to complete the reading routine on Picasso and apply feedback on your Lawyer paragraph for your essay.
- Resource being used: Class OneNote
- Remember i will be available all lesson on Teams for assistance and to deliver the reading routine.

1.7   Logistics with Practical Subjects

Subjects that have a portion of practical and verbal components have made amendments to their curriculum to ensure learning can continue. Corinda State High School has made the decision for these subjects to continue and subjects will run via online platforms. Adjustments have been made to deliver course content to your home environment.

1.8   Assessment

The Department of Education will advise secondary schools of any required change to assessment due to Covid if required. The Senior Schooling Team and Deputy will contact Year 11s and 12s with further details if impacting senior assessment.

Any assessment that continues to be due during school closure, will be required to be uploaded to DayMap in line with the school assessment policy.

1.9   Library Resources

Students are encouraged to utilise the library resources to continue their reading at home. Our Teacher Librarian will be publishing reviews of novels on the student SharePoint. Students are able to reserve library books via the *Oliver* system online. If they have any difficulties accessing the *Oliver* system please contact our Library staff.

SECTION 2: Learning@Home FAQs

2.1 How will my child complete their work?

All students will be completing work via their online class Teams and DayMap account. These are all accessible under the Office 365 package that students already access. There is no requirement for students or parents to download additional applications or software. If students have issues with accessing IT they are required to contact school IT staff on byodsupport@corindashs.eq.edu.au This email goes to a shared mailbox that all IT staff monitor. They will then respond to your query as soon as possible.
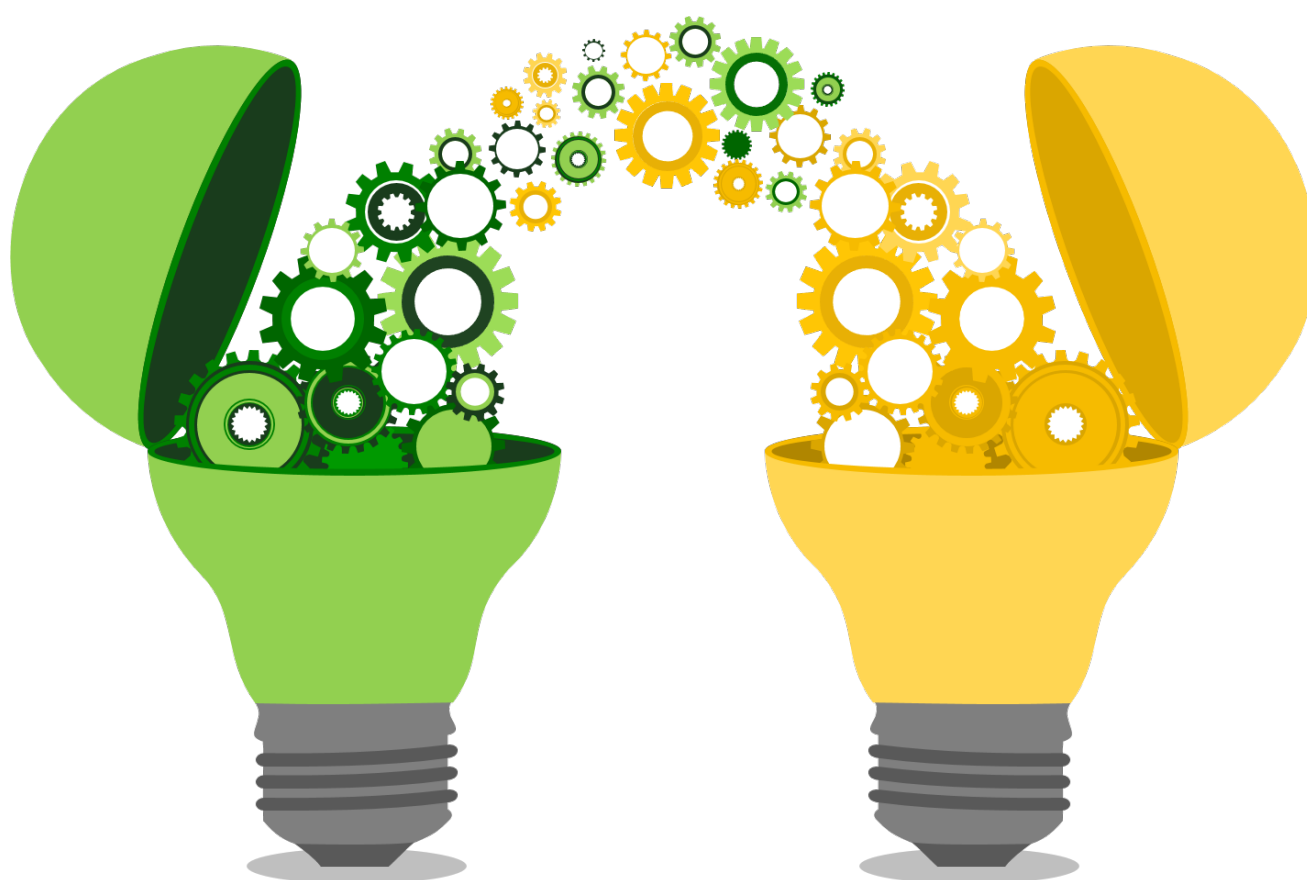
2.2 How can I see what my child is completing?

Due to security reasons, parents are unable to access student Teams pages independently. We recommend that you look at your child's OneNote/Stile on a regular basis, engage with the subject overviews available on DayMap Parent accounts and ensure that they are completing their work. You are able to see on your parent account if your child is not submitting assessment or class tasks on the DayMap platform. The school will contact you on a weekly basis if there is a concern in relation to engagement with the school materials in their other learning platforms.

We encourage students to maintain a log of their engagement and tasks undertaken in their Student Planner. Parents can then have a conversation with their student around this and gauge progress and work completion.

2.3   How will I know what they are meant to be doing?

In the event of online learning, prior to the commencement of period one Monday, classroom teachers will update their Daymap accounts to outline what learning is happening for the week. As a parent, you can access the semester overview via DayMap also as a guide to what learning is taking place. Students are encouraged to seek feedback in order to assist their learning at these times designated by their classroom teacher. This is a key organisational tool and these overviews should be located where they can be accessed for checking, monitoring and time management.

2.4   I am unsure of when my child's lessons are

Log into DayMap Parent Portal and click 'this week' this will show what lessons students are expected to engage with today. The times of these lessons are as state above.

2.5   Who do I contact if I have concerns?

Year 7 – Michael Goodempgoo1@eq.edu.au

Year 8 - Annette Priest aprie2@eq.edu.au

Year 9 - Michael Goodempgoo1@eq.edu.au

Year 10 - Andrew Noble anobl10@eq.edu.au

Year 11 - Annette Priest aprie2@eq.edu.au

Year 12 - Andrew Noble anobl10@eq.edu.au

SECTION 3: Supervising Students at Home

3.1 How to create an effective study space for your student

There is a balance required here where students need dedicated study space but accessibility for parents to walk by and check in. It is not recommended that younger students be completely isolated in the house, unless they are extremely focused and self-disciplined. For year 12 students this may be their need, but I encourage you to ensure they take regular breaks and take a walk around the house or backyard at intervals.

What might your space look like:

- timetable should be visible above desk;
- students should use their student planner to log their work each day and parents can then check this log against the weekly overview; and
- study space is just that and should not be a space used for other distractions. Families should designate this as school space only, so that when students are in this space, they are aware it is school time.

3.1.1 Create or Choose a Quiet Place

When it comes to creating a study space for your student, choosing a quiet place away from the hustle and bustle of everyday life is possibly the most critical factor. Honestly, who can expect them to get down and work when there are car horns outside, or a TV playing loudly in the background.

If you cannot avoid a little bit of noise from other rooms in your living space, then try noise cancelling headphones or playing some calming, ambient music in the background in order to cancel out that background noise. Classical music, without lyrics, is best. Research does not support music with lyrics for learning and students should not be listening to their 'favourite playlists' while learning.

3.1.2 Choose a Space with Natural Lighting

The fact is that humans love natural lighting. If you have ever tried to get work done in a room with only artificial lights, you will have experienced this in the form of headaches, tiredness or just general dullness and boredom in general. How do you fix this problem?

Simple! It is all about where you place your desk. You do not want the blaring sun bouncing off their computer screen, so make sure they do not have their back to where the sunlight enters the room. Ideally, to ensure they have ample natural light, the room has a reasonably sizeable window, and no obstructions to get in the way of sunlight filtering in.

The benefits of natural lighting include:

- Vitamins - Natural light increases your Vitamin C and D levels. Whilst it is common knowledge that sunlight increases Vitamin C in your body, it's a little-known fact just how much Vitamin D levels increase with exposure to sunlight.

- Mental Health - Studies show that spending at least 20 minutes in the sun every day, can possibly decrease your chances of developing mental health conditions such as depression or anxiety, and if you already have this disorders, to improve the state of them.

- Productivity - Many businesses have reported that workers working next to windows or under skylights, stay more productive and positive throughout the day of work. Due to this, many companies are beginning to change the layout of their workspaces to increase natural lighting in meeting rooms, office spaces and even bathrooms!

3.1.3 Have the Correct Desk Set Up

Many companies and businesses try to sell desk organisation items, or study apps to increase your working efficiency. Though they might help, these are not really necessary. Here are a few quick tips to turn their desk into a study haven.

- **Desk Height -** Everyone prefers different setups for their desk that help them stay organised, but there is a basic guideline you can follow. The best desk height should allow your student's forearms to rest on the desk at a 90 degree angle, with their back remaining straight. If they're hunched over, their shoulders are drooped or if there's strain on their neck; the desk is the wrong height. It's also important to note that the screen should be further than 30cm from their face, any closer and it can cause strain on their eyes. Try to ensure they have everything you need before you start.

- **Posture Support** – Their desk should sit between their waist and ribcage, in order to avoid discomfort throughout the day. Bad posture can also induce headaches, which obviously are not ideal for productivity and efficiency.

- **Organisation -** Organise loose stationery, invest in some super cheap pencil holders or folder holders. Secondly, limit things that are on your desk to strictly work-related items. Try not to clutter your items. Keep everything fairly spaced, but try to ensure you have everything you need before you start.

- **Distractions –** Remove all distractions from your study space, including:

  - Your mobile phone and favourite playlists

  - Lots of open tabs

  - Multiple IT accessories

  - Messy food/drinks/junk foods

  - Other people

  These are all things that, while fun or even seemingly productive, are ultimately distracting. The goal of a study space is to maximize the attention you can devote to studying while minimizing the amount of effort necessary to do so. You cannot do that if the space is full of distractions.

- **House plants** - A study by NASA shows that having plants in your house helps filter out toxic chemicals and keeps your air feeling clean and refreshing. Not only this, but they were able to find the plants that are most effective at doing this.


3.2   Negotiate Routines

While learning from home, it is important that students have routines. This will then allow for a smoother transition back to regular school attendance in the near future. Schedules are important because they help us keep track. These routines should not just be for learning, but include 'home work' as well. Suggestions for routines include:

- Organisation of weekly 'to do' lists in study space (eg begin draft on English)

- Daily lessons and breaks

- Quiet reading time – novel, magazines. We know that the brains of kids who learn how to read from books contain more connections than those who learn to read on a screen. Reading from a book is great to their brain development and everyone's health and wellbeing.

- Home chores – hanging out the washing, emptying the dishwasher / bins, planning and preparing the family meal etc.

- Physical activity – get outside. Being outside lowers stress and anxiety and decreases depression. Sunlight is also required for our bodies to create vitamin D. And vitamin D is required for our immune system to function at its best, which is very important at the moment.

- Daily Journal – this is highly recommended for our students. Perhaps what you write might be of interest to somebody in the future, or even just something you look back on when all

this is over. Journaling is a great way to decrease anxiety and increase productivity. There is also some research on how it can improve sleep, which is another bonus (Dr Mark Williams).

- Family time – make time for debriefing and sharing from the week's experience. It is also important to continue conversations around dreams and aspirations or positive changes that can be made to improve learning from home and remain optimistic.

PRACTICE SOCIAL DISTANCING, NOT EMOTIONAL
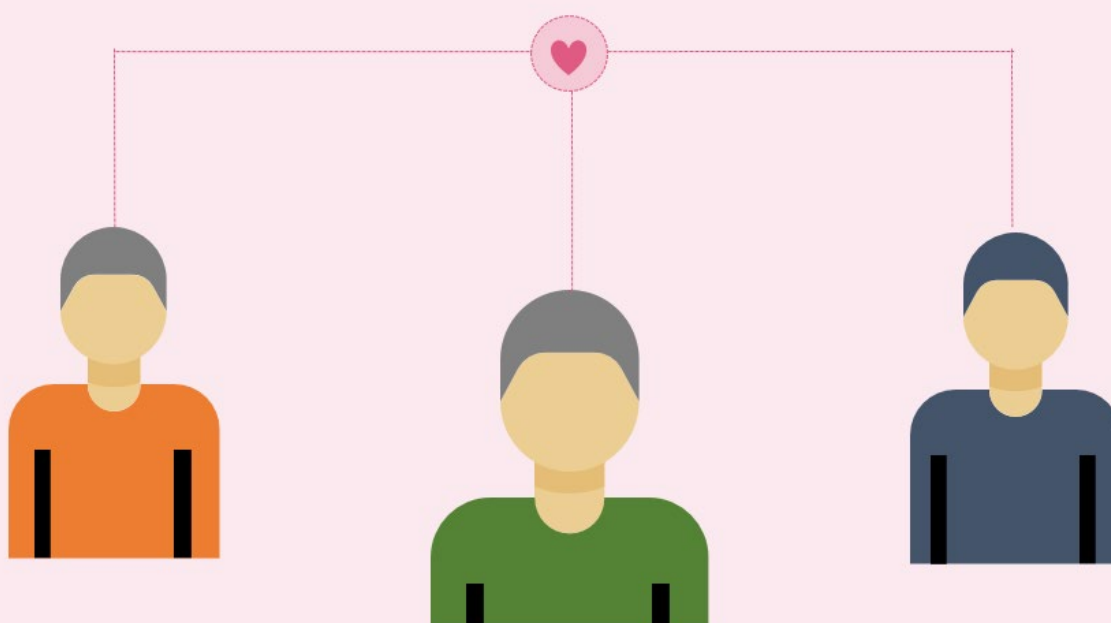
3.3   How to Support Your Student to Learn Effectively.

There are many ways you can support your students as they strive to do their best.

- Ensure that you have a functional laptop and internet connection. If not, please contact the school as soon as possible. Paper copies of the work are also available and can be delivered to your door.

- Ensure that you have set up an effective, distraction free, study space.

- Remember that you are there to supervise, not teach. Be kind to yourself.

- Ensure that your student is able to access all online work. If you have any issues, please encourage your student to be pro-active about contacting the school for support. If there is any work they do not understand, encourage them to ask their

teacher for help. Teachers are online and waiting to help, especially during their timetabled class time.

- Students will need to be online for Home Group every morning at 8:40am – to have the roll marked and to have the opportunity to share any concerns they may have.

- Remember that students do not have the same attention span as adults. While sticking closely to their timetable will give them the best access to their classroom teachers each day, we appreciate that this is not always possible.

- Consider setting achievement targets with your students. If they achieve them, celebrate together by letting them choose that night's movie, TV show or dessert. Utilise the Student Planner to set targets and review as part of their daily learning log.

- Students will also need regular breaks for physical activity and snacks. If you have a number of children of different ages, you may need to schedule staggered breaks so that everyone has sufficient time to focus on work, exercise, relaxation, hydration and nutrition. It is also important for children to have one on one time with you.

- Online learning is a great tool, but too much screen time can be detrimental. Please set aside time in the day for reading, journaling, board games, jigsaws, physical activity, arts and crafts and talking about the life, the universe and anything – but especially about what they've been learning or what they are worried about.

- Encourage them to see the current health crisis as an opportunity to look for, or even BE, the helper. Film them taking the bins out in costume or singing in the driveway. Encourage them to help by doing chores at home or for neighbours. Give them some time to contact their friends on Teams or by phone or internet (in a public room where parents can monitor online safety of course).

- Make learning fun. Have a fun/gross/interesting fact or Dad Joke competition – the best one wins a cupcake. Set a theme once a week - dress up in school uniforms and have everyone eat all meals from a lunchbox.

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SECTION 4: Support Services
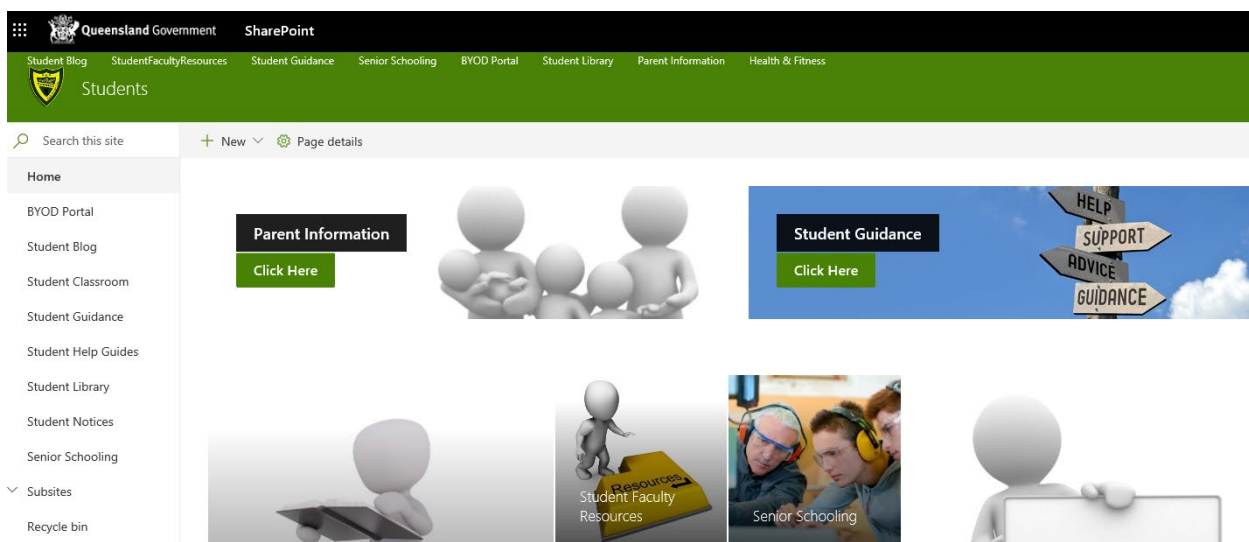
4.1 Support staff

Student wellbeing is important and we have a team of staff to support students through this period. You can find out more about our support staff at:

https://corindashs.eq.edu.au/support-and-resources/student-services-and-support-programs

4.1.1 Support staff contact details:

- Junior School Guidance Officer
Ms Riley @ taril0@eq.edu.au

- Senior School Guidance Officer
Ms Black @ ablac246@eq.edu.au

- Chappy Jeff
To contact Chappy Jeff send an email to a Guidance Officer who will ask Chappy Jeff to contact you

- School Based Youth Health Nurse
Nicola - referral via Dean

- Deans
Yr 7 & 10 Mr Shoesmith bjsho0@eq.edu.au
Yr 8 & 11 Ms Laurance klaur27@eq.edu.au
Yr 9 & 12 Ms Brown cbrow585@eq.edu.au

The Student and Parent SharePoint page is filled with a variety of resources to support additional engagement activities for health and wellbeing. The page can be found here.

4.2   School support group

A **Corinda Parent Connect Facebook** group has been created for parents and caregivers to unite, share and be socially connected while navigating learning@home. Our support staff will be monitoring posts and where necessary make contact if they have further support to offer. This group will be administered and monitored to ensure this is a positive and supportive interaction for all our parents and caregivers.

We have developed this to provide an opportunity for everyone to contribute ideas, make suggestions, find solutions and share our learning with each other as we navigate together as a school community. Our P & C Executive will also be utilising this group to extend their support during this time.

This group is pinned on the Corinda State High School Facebook page.

4.3   How much technology?

4.3.1   Some advice from Dr Mark Williams – Neuroscience Professor, Author and Speaker

Dr Mark Williams recently conducted some Professional Development with our staff around rethinking technology in schools and the impact technology has on the development of the brain. Mark is a Professor of Cognitive Neuroscience at Macquarie University. He has extensive experience in research and teaching and has authored 80+ publications. Concerned about the negative effects of over-use of technology on our human interactions, he is passionate about helping people to reconnect with what matters in the real world. Mark is currently making waves with his *"Why Smartphones are Making us Dumb"* keynote and his challenging thinking on the over-use of technology in schools and workplaces.

Everybody is stuck at home

Here in Australia, most kids are home from school, most people are working from home and there are many restrictions on where we can go. As a result many of us are spending a lot more time on devices to help us through this troubling time. While the Internet and modern devices are making it possible for school students and teens to continue their schooling and for many of us to work from home, we still need to be cautious and aware of the amount of time we are spending on a screen. We need, more than ever, to actively schedule time away from screens for our children and ourselves.

Why do we need to limit screen time?

There is ample research now showing that the more time you spend on a device, the greater the risk you have of anxiety, depression, stress and even suicidal thoughts.

We also know that screen time increases the likelihood of attention deficits, affects memory, affects our ability to maintain attention on a task, and may result in overall decline in intelligence. If you are interested in further reading around this you can find further articles at the following website: www.drmarkwilliams.com. This is even more important to be aware of in our current situation.

Social contact is important as we navigate home isolation and a loss of socialising can cause depression and other disorders. How then do we socialise when we're all stuck at home if we're not using devices? Well, firstly it is not about "No Devices", but we do need to be mindful and ensure you also have device-free time.

Should I purchase Blue Light Glasses for my student?

Dealing with dry eyes, a throbbing headache, and fatigue after hours of staring at a computer screen might be incentive enough to purchase a pair of blue-light-blocking glasses. Here is some information for you to consider:

What is Blue Light?

Blue light is waves – short, high-energy wavelengths on the visible light spectrum – occur naturally in sunlight and play a key role in helping you maintain a healthy circadian rhythm. It cues your body that it is daytime, boosts your alertness and energy, and it improves your mood. Exposure to too much blue light, or exposure to blue light at unnatural times of day (at night) can definitely throw off your body's natural sleep-wake cycle. That is why many people have trouble falling asleep after using phones or watching television just before bed. They have been taking in blue light, which tricks their bodies into thinking it is daytime.

Do Blue Light glasses Really Work?

Blue light glasses are meant to work as blue light filters between your eyes and your digital screens (LED or fluorescent lights). There are a lot of positive reports by people who wear blue light glasses, claiming midday headaches, fatigue, eye irritation, and insomnia are a thing of the past since wearing these glasses. Research on the benefits is mixed and it seems this is a personal preference. While there is no real evidence that wearing blue light glasses can help prevent eye damage or fatigue, wearing them certainly will not do you any harm.

If you just wish to banish the blue light there are other ways to avoid overdoing it:

- Expose yourself to as much natural light as possible during the day
- Turn on your devices' blue light filter
- Steer clear of digital screens for at least an hour (even two) before bed.

Where can I purchase blue light glasses?

Simple glasses can be purchased from Officeworks, or your local Optometrist can supply them.