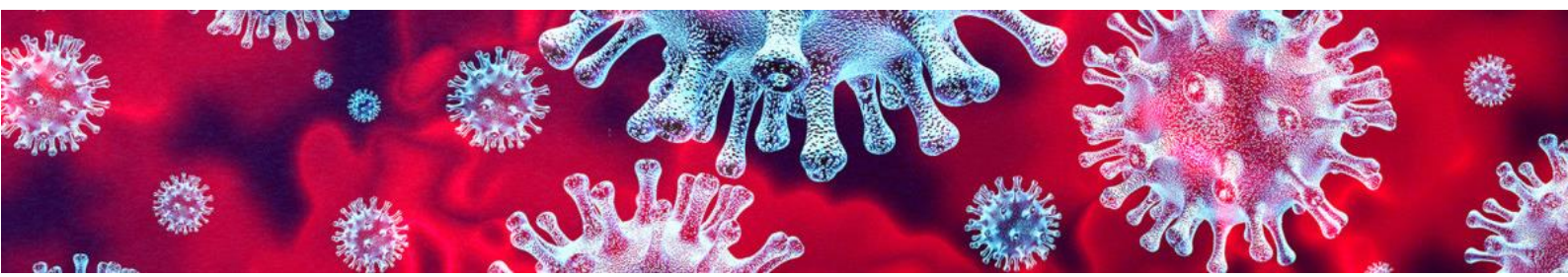


LAIDLEY STATE HIGH SCHOOL

2020 COVID-19 CONTINUITY OF LEARNING PLAN



Version 2020.1



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LAIDLEY STATE HIGH SCHOOL CONTINUITY OF LEARNING PLAN

This Continuity of Learning Plan demonstrates how Laidley State High School will continue teaching and learning in the event that schools are closed for any length of time as a result of the COVID-19 virus.

This Continuity of Learning plan may change over time as government decisions change and staff and students develop their capacity to teach and learn from home. Updated versions of this Continuity of Learning Plan will be forwarded to parents, students and staff over time.

LEARNING AT HOME OR AT SCHOOL

On Monday 13th April the Queensland Government advised that, from 20th April 2020, Queensland students will be moving to a home-based learning model for the first five weeks of Term 2. During this period all students who are able to learn from home should do so.

From the start of Term 2 until 22 May 2020 inclusive, all students will be learning from home, except for students in the following categories:

- **Children of essential workers** on days when they are not able to be supervised at home and no other arrangements can be made. Essential worker means any worker who must continue to attend their workplace for essential business during this time.
- **Vulnerable children** include children identified by schools or who:
 - are currently receiving services from Child Safety, including children who are subject to a child protection order
 - are subject to a youth justice order.
- **Children in designated Indigenous communities.**

Advice regarding the model of learning for the remainder of Term 2 2020 will be provided by the department by mid May 2020.

Where the student is learning at home, the parent or carer is responsible for the student's safety and wellbeing at home or elsewhere.

CHILDREN OF ESSENTIAL WORKERS

During any period of school closure, the Principal will make decisions regarding eligibility for children of essential workers to attend school on a case by case basis based on information provided by students and parents/caregivers. These decisions will meet to the government's commitment to essential workers and balance the health, safety, wellbeing and economic impacts of the COVID-19 pandemic.

VULNERABLE CHILDREN

Deputy Principals will contact the parents/ caregivers of students identified as vulnerable to discuss the option of combining learning at home with learning at school on a part time basis during any period of school closure. If a parent/caregiver of a vulnerable child believes that their child would be best served by attending school on a full time or part time basis during a school closure, please contact the relevant Deputy Principal to discuss this.

ARRANGEMENTS FOR STUDENTS ATTENDING SCHOOL

Parents must advise the school via learningathome@laidleyshs.eq.edu.au or by phone on 5466 8922 **in advance** to let the school know the **particular days** that their child/ren will be attending school. It is recognised that some parents will work on some days and not others and therefore students may only need to

attend school on certain days. Parents should NOT send a child to school without first advising the school of their expected attendance.

On-site supervision will occur for all students who are eligible to attend school. Students who attend school during this period will receive support to access the same learning materials that are being delivered by their classroom teachers to students who are learning at home.

SCHOOL BUS TRANSPORT

Students are able to access normal school bus transport to and from school each day. Students arriving at school in the morning must wait in the undercover area until the 8.55 am bell. All students catching buses home must meet in the undercover area at 2.55 pm to catch their bus.

Social distancing guidelines will be followed on school buses. Transport operators will ensure that buses and surface touch points are cleaned according to [COVID-19 cleaning and disinfection](#).

Specialist school transport (minibus, taxi or supported bus travel) due to the customised nature of delivery require parents/caregivers to directly inform operators if students are not travelling to school during school closures.

DAILY SCHOOLING ARRANGEMENTS

Students will be met at the undercover area by their supervising teacher/s and taken to their classroom/s to commence work. The roll will be marked each session by supervising teachers. Students will work in a classroom that has computers so that they can complete their learning online. Supervising teachers will assist students to complete the work set by their class teachers and complete BKSBS. Some fun/recreation time will be provided during the day during periods where students do not have scheduled lessons.

Students will break for lunch during normal lunch times. Students will remain under supervision in the undercover area and the grassed area between B Block and the D block amenities.

TUCKSHOP

Given the very small number of students anticipated to physically attend school, tuckshop will NOT operate during the period of school closure.

SOCIAL DISTANCING AND PERSONAL HYGIENE MEASURES

Social distancing will be implemented in classrooms. To maintain appropriate social distancing, student numbers should be limited to a ratio of 1 person to 4m², generally limiting classes to 15 students and 1 staff member. To ensure compliance with social distancing measures, students and families should not congregate in areas around the school (e.g. before or after school in car parks/outside classrooms/at the school gate). All persons entering and leaving the school grounds should maintain a distance of 1.5 metres from each other.

Staff and students will be encouraged to regularly [clean their hands](#) using soap and water or alcohol-based hand rubs to prevent the spread of COVID-19. All members of the school community can access [up to date COVID-19 information](#) from the Queensland Government including personal and community measures to control the spread of the virus.

UNWELL STUDENTS AND STAFF

Unwell students and staff are not to attend the school site. The school will require parents/caregivers to collect the student from school if they arrive unwell. All suspected or confirmed COVID-19 cases will be escalated (via the Public Health Unit) and any measures such as self-quarantine, contact tracing and will be reported through existing channels.

SCHOOL CLEANING

School cleaning will continue to prioritise those areas in use by students and staff, with extra attention to high touch point surfaces such as door handles, light switches, desks, toilets, taps and sinks.

CURRICULUM DELIVERY

Laidley SHS will continue to deliver teaching and learning for students at home using the following online learning platforms:

- **STILE** learning management platform <https://stileapp.com>
- **BKSB** literacy and numeracy platform <https://laidleystatehighschool.bksblive2.com.au>
- **iSee** video conferencing platform iSee program to be loaded on your PC or Mac computer
- **Digital Textbooks** <https://myconnectshop.campion.com.au>
- DET **Learning@home** website <https://education.qld.gov.au/curriculum/learning-at-home>

Individual teachers may also utilise a range of different online delivery platforms to engage students in learning. Instructions regarding the use of these online resources will be communicated by individual teachers to students via email or through instructions located within individual class STILE units.

CLASS STILE UNITS

Teachers will use the STILE learning management platform to develop interactive, online units of work for their classes. STILE can be accessed at <https://stileapp.com>.

Students should work on class STILE lessons during their normal lesson times on their school timetable as teachers may conduct collaborative activities online for you to join in. Students can access their school timetable from OneSchool at <http://oslp.eq.edu.au>.

SUBJECTS BEING DELIVERED THROUGH STILE

Most classes on student's existing timetable will continue to be delivered through online class STILE units. The table below shows subjects that will continue to be taught using STILE and those that will NOT continue during the period of any school closure. The subjects NOT continuing will resume when students return to learning at school.

Year Level	Subjects Being Taught Online	Subjects NOT Being Taught Online
Year 7 & 8	<ul style="list-style-type: none"> • Mathematics, English, Science, SOSE, Health & Physical Education, Japanese, German and Literacy Support 	<ul style="list-style-type: none"> • Personal & Career Development • All Year 7&8 Elective Subjects
Year 9 & 10	<ul style="list-style-type: none"> • Mathematics, English, Science, SOSE, Health & Physical Education • Personal & Career Development (Year 10) • ALL Elective subjects 	<ul style="list-style-type: none"> • Personal & Career Development (Year 9)
Year 11 & 12	<ul style="list-style-type: none"> • All General, Applied and VET subjects • Personal & Career Development (Year 11&12) 	

Instrumental music and Hands on Learning programs will continue with modifications to the mode of delivery. Teachers will email students to advise how these program will change during the period of school closure.

CURRICULUM MODIFICATIONS

Teachers will aim to continue to deliver the same content, skills and concepts using an online delivery mode as previously planned, however in many cases minor or significant changes will be required to learning activities and assessment due to:

- The inability to undertake practical components of a course at home.
- The need to change assessment types, task requirements and conditions.
- The benefit of reorganising unit content/concepts within the annual curriculum delivery plan.

INDIVIDUAL CURRICULUM PLANS

Students working on Individual Curriculum Plans (ICPs) or highly differentiated programs will have their curriculum materials modified by classroom teachers (with the support of SEP Case Managers) within their class STILE unit.

ACCESSING STILE UNITS

Many students are already connected to existing class STILE units. Where a teacher has developed a new class STILE unit, they will automatically link students to this new class STILE unit. When students log into STILE it will automatically appear in their list of subjects.

Alternatively, teachers may send students an email providing them a class access code to join this new class unit. Follow the instructions in the email to join this course. Students must ensure they connect within 14 days as the access code expires.

If a student has never accessed STILE before, when they access the class access code they will be asked to create a STILE account. Follow the instructions on screen. Students **MUST** use their school email account when creating a STILE account.

Parents **ARE NOT ALLOWED TO CREATE AN ACCOUNT** in STILE. All accounts with non-departmental emails will be rejected. Contact your teacher via email if you need support.

Access the [STILE Help Centre](#) to view the helpful resources including:

- [Getting started in Stile – for students](#)
- [Forgot Password](#)

BKSB ONLINE LITERACY AND NUMERACY PLATFORM

BKSB is an intuitive online testing and learning platform that Laidley State High School uses to determine a student's literacy and numeracy levels within the Australian Core Skills Framework (ACSF).

BKSB tests a student's English and Maths levels and then provides an Individual Learning Plan of relevant learning modules and targeted skill checks based on each student's literacy and numeracy strengths and learning needs.

Students can access BKSB at <https://laidleystatehighschool.bksblive2.com.au>. Students may receive an email requiring them to reset their BKSB password. If this is the case, follow the instructions in the email.

The [BKSB Student Start up Guide](#) provides instructions to sign in and commence using this platform. If students have not already done so, they will need to complete an English and Maths initial assessment before the intuitive platform will design an individual learning program tailored to their needs.

All students are set up in the BKSB platform. All students in all year levels are encouraged to complete a minimum of **1-2 hours per week** using BKSB. Students will require a computer and internet to access BKSB.

Students or parents can email the following staff for assistance.

- | | | |
|----------------|----------------|-------------------|
| • Year 7 & 8 | Toni Adams | tadam37@eq.edu.au |
| • Year 9 & 10 | Taletha Champs | tcham77@eq.edu.au |
| • Year 11 & 12 | Emma Saal | esaal2@eq.edu.au |

Once logged into the BKSb platform, you can access [BKSb Help](#) to view a range of helpful guides including:

- [Taking an Initial Assessment](#)
- [Taking a Diagnostic Assessment](#)

ISEE VC SPATIAL VIDEO CONFERENCING PLATFORM



iSee VC is an spatial video conferencing platform that provides exciting opportunities for teachers and students to engage in collaborative online learning. Students and parents can read about this platform from the [iSee VC website](#) and view the [iSee VC for education](#) video or the [iSee VC promotional](#) video to gain an understanding of the potential of this platform.

Our school is in the early phase of utilising this learning tool to support learning at home. Some teachers will embrace this technology quickly and lead the way in exploring the benefits and opportunities available through this platform. Other teachers will take longer to familiarise themselves and become effective users of this online teaching tool and methodology.

Teachers will most likely use iSee VC to support student learning in senior General subjects, however some teachers may also trial the use of this platform with junior students.

HOW TO ACCESS ISEE VC

All departmental/school owned devices already have the iSeeQLDDoE platform loaded. This includes teacher CFTs and school BYOX hire devices. These users can search in in the bottom Windows toolbar for "iSee VC"

using the  icon. The  iSeeQLDDoE icon will be displayed. Right click on this icon to pin it to the taskbar. It will now be located permanently in your bottom Windows toolbar for future use.

For students with personal devices, the Department of Education has a special iSee licence, Students and staff are required to download a special Queensland Department of Education version of the iSee VC platform. The platform only works on PCs and Macs, not iPads or tablets. Students should NOT download the iSee VC platform directly from the [iSee VC website](#).

Follow the link for instructions to download the [iSeeQLDDoE software](#), including identifying minimum computer and internet specifications. Students will be provided with instructions on how to join and participate in classes if / when their teacher decides to utilise this tool for online learning and collaboration.

The iSee platform has been specifically designed to minimise internet bandwidth use. Lessons can also be recorded and an MP4 of the lesson can be uploaded in STILE for students that have been unable to access the class conference in real time.

The full [iSee VC user handbook](#) provides a full guide to using the platform. It is NOT recommended however that students commence reading and familiarising themselves with the platform until they are advised by one of their teachers that they intend to utilise this platform with students for classwork.

TEXTBOOKS

Over recent years, the school has made a significant investment in textbooks, particularly in the senior years with the implementation of the new QCE. A transition to digital textbooks has occurred during this time. The introduction of the STILE learning management platform has also enabled teachers build high quality units of

work with a more engaging and broader range of resources and activities than generally available in traditional hard copy textbooks.

DIGITAL TEXTBOOKS

Digital textbooks can be accessed through the Campion MyConnect app for a range of senior subjects. Textbooks are assigned to students based on the subjects that they are enrolled in. The senior subjects that have digital textbooks include:

- General Maths, Maths Methods, Essential Maths, Specialist Maths
- Biology, Chemistry, Physics
- Drama, Film &TV, Visual Art
- Ancient History, Legal Studies
- Physical Education (both Cambridge and Oxford texts)
- Accounting, Business
- Fashion

Students should already know how to access their digital textbooks through the MyCampion MyConnect app as most students should already have their textbooks loaded.

To access digital textbooks, students will need to:

- Download the Campion MyConnect app from <https://www.campion.com.au/myconnect/download/> or google 'Download Campion MyConnect'. Select for the relevant device (in most cases, the top one: Windows).
- Log in using their school email address and the password 'Laidley4341'.
- Check that all of their books are in their bookshelf (see subject list above).
- Download the PDF text for use in non-Wi-Fi environment, or click on the publisher tile for access to the interactive text.

If students are unable to access the digital textbook for their subject, please contact Katie Swords at school on 5466 8922 or via email kswor2@eq.edu.au for assistance.

HARDCOPY TEXTBOOKS

Hardcopy textbooks can be used by students as additional reference material, additional practice and for personal study. Where textbooks have been issued to all students in a subject, teachers may require students to use the textbook to complete classwork.

Many junior textbooks remain at school in class sets for students to use during class time. Some Heads of Department began issuing textbooks directly to students in the week prior to the Student Free Day announcement. Many students were being self-isolated from school at this stage and would not have received a copy of their textbook.

If your teacher requires you to have a textbook as a part of their class STILE unit and you do not have a copy of the relevant textbook, please contact Katie Swords at school on 5466 8922 or via email kswor2@eq.edu.au to arrange to pick up the textbook from the school office.

DEPARTMENT OF EDUCATION LEARNING@HOME WEBSITE

[Learning@home](https://education.qld.gov.au/curriculum/learning-at-home) is a dedicated website available to parents and students to provide additional school work for students to complete during any period of school closure. The *learning@home* website can be found at <https://education.qld.gov.au/curriculum/learning-at-home>.

Learning@home provides numerous two-week long units of work for a range of subject areas. These units are linked to the requirements of the Australian Curriculum. Parents could use these resources to support their children's learning, **however there is no obligation to do so.**

Students working on Individual Curriculum Plans (ICPs) or highly differentiated programs may find these learning materials helpful, however this work may not match up with the modified curriculum being delivered by classrooms teachers in their units. Contact your class teacher by email for further clarification.

DEPARTMENT OF EDUCATION TELEVISED EDUCATIONAL PROGRAMS

The Department of Education is working with television networks to develop new televised educational programs that will be broadcast on TV a number of days a week. Further information about these programs will be made available in the near future. Parents could use these resources to support their children's learning, **however there is no obligation to do so.**

TECHNOLOGY REQUIREMENTS FOR LEARNING AT HOME

It is highly recommended that, wherever possible, students access learning materials and complete and submit learning and assessment tasks online via STILE. Students will require access to a computer and the internet to do this.

The benefits of working online include:

- Access to the full range of learning materials, online activities and video clips (including BKSBS & STILE).
- Frequent communication with the school and teacher and greater connection and collaboration with other students in the class during a period of isolation.
- Greater capacity to ask questions and receive feedback and support from teachers.
- Potential access to video conferencing with teachers.

LEARNING FROM HOME SURVEY

Parents have completed a *Learning from Home Survey* to identify the level of access each student has to a computer and/or the internet at home. Students will be provided work in the following ways based on their parents' responses to this survey:

- **Mail out of hard copy materials ONLY** – for students without a computer or internet access.
- **Computer and internet only** – for students with sole use of a computer and good access to the internet, or where a parent requested the computer/internet based learning option.
- **Both mail out and computer/internet** – for students who have shared access to a computer or poor quality internet, where the parent requested hard copies of learning materials be supplied by mail out.

All parents were emailed on Sunday 5th April to advise the method of delivery the school would be using for their child based on their responses to the *Learning from Home Survey*.

LOANING A SCHOOL COMPUTER

Many students have already joined the school [Digital Futures](#) program by purchasing their own computer or hiring a school laptop. The school has existing laptops available for loan or hire. We have also purchased an additional 40 laptops to support students who do not currently have a device.

Students without access to a device are able to hire or borrow a school laptop in the following ways:

- Borrow a school laptop free of charge only for the duration of any school closure.
- Hired for the remainder of the year for a total cost of \$180 (3/4 of the annual cost of \$240).

Whether hiring or borrowing, parents must still read the [Digital Futures Guidebook](#) and complete the relevant [Digital Futures Pathway and Responsible Use Agreement](#) (signed by both the student and parent/caregiver) and accept responsibility for any damage that occurs to the school device during this hire or loan period. Email the completed agreement the school at learningathome@laidleyshs.eq.edu.au to secure one of additional laptops purchased by the school.

When determining which students receive a computer, priority will be given to:

- Students who do not have a computer.
- Senior students.
- Student sharing a device with other siblings.
- Students in the order that they requested a device.

PURCHASING YOUR OWN COMPUTER

Parents may take this opportunity to purchase a laptop for their child. The school [Digital Futures Guidebook](#) on the school website provides information about device recommended minimum specifications. Once normal schooling resumes, parents/caregivers will need to complete the [Digital Futures Pathway and Responsible Use Agreement](#) and pay the pro-rata school fee to enable the school to connect this personal device to the school network.

SUPPORT FOR STUDENTS WITHOUT INTERNET ACCESS AT HOME

Parents advised the school in the *Learning from Home Survey* that their children do not have internet access at home. These parents will be contacted by the school in the first week of school to find appropriate solutions to address this issue. The school is currently exploring the use of school supplied sim cards or internet dongles to support students who do not currently have internet access at home.

ACCESSING THE SCHOOL'S INTERNET

Students and parents should be aware that the school internet coverage extends beyond the school fence. Students can therefore access the school internet by sitting outside the school fence and logging on with their school username and password. While this is not encouraged or expected by the school, it may assist those students with no access or with poor quality access to the internet at home to download files over the internet, send or receive emails or submit assessment online.

FREE MICROSOFT OFFICE SOFTWARE

All Queensland state school staff and students can download multiple free copies of the latest Microsoft Office to their personal home computers and mobile devices. Students and staff will need to use their school email address to sign in.

Microsoft Office 2016 is available for personal devices only, not devices owned by the department or part of a school network. Errors and conflicts will occur if Office 2016 is downloaded on departmental devices, as these devices already have a licenced copy of Microsoft Office. School hire BYOx hire laptops already have Microsoft Office installed. Your Office subscription lasts for as long as you're a Queensland state school student or school-based staff member.

To download Office 2016 for PC and Mac, visit the [Office Portal](#), login using your school email address, click through to install and follow the onscreen process.

For tablets and smartphones, download from your app store and sign in with your school email address.

If you have trouble, please refer to the instructions on how to download and install Microsoft Office 2016 to your personal home computers:

- [Install Microsoft Office 2016 on a personal Windows device \(PDF, 711KB\).](#)
- [Install Microsoft Office 2016 on a personal MacOS device \(PDF, 1.1MB\).](#)

SUPPORT FOR TECHNOLOGY ISSUES

Students experiencing technology issues while working from home can access the [IT Support for Learning at Home](#) resource on the school website. This resource will be progressively updated. If your issue remains unresolved after viewing this information, please contact the following staff to seek assistance to resolve your issue.

School computer technicians will not be able to resolve all computer issues over the phone.

Technology Issue	Support
Curriculum materials not working as expected	Initially contact class teachers via email or STILE. Teachers may then advise you contact School IT Technician.
General technology access issues including password resets and issues with school/departmental programs and platforms	Contact Alan Nielson (School IT Technician) Cameron Capner (School IT Technician) Phone: 5466 8944 (8.00 am to 4.00 pm Monday – Friday) Email: ithelpdesk@laidleyshs.eq.edu.au
General technology access issues	IT Service Centre (Based in Brisbane) 1800 680 445 (option 2 then option 3)

If your technology issue cannot be resolved by the school, you may need to access professional IT support OR revert to paper based learning. If this is the case, please email the school at learningathome@laidleyshs.eq.edu.au or call on 5466 8922 to request learning materials to be posted home.

SCHOOL WEBSITE UPGRADE

The school website is being upgraded to the latest departmental web platform on 15th April 2020. A new version of this Continuity of Learning Plan will be sent to parents, students and staff once the hyperlinks in this document have been updated to reflect the new website.

SUPPORTING STUDENTS WITHOUT ACCESS TO TECHNOLOGY AT HOME

The school understands that some students do not have access to a computer or the internet at home and that other students need to share a computer or only have limited access to the internet. For this reason the school will mail paper copies of STILE and other digital learning materials each fortnight to those students who require this.

The school has determined that paper copies of STILE and other digital learning materials will only be sent home each fortnight in the mail to those students who:

- DO NOT have access to a computer.
- DO NOT have access to the internet.
- Have shared access to a computer or poor quality internet, where the parent requested hard copies of learning materials be supplied by mail out.
- Have not declared their current computer/internet access as their parents have not completed the *Student Learning from Home* survey.

To minimise the significant cost of distributing hard copies of learning materials in the mail, students with good internet access and sole use of a computer will NOT receive a mail out of paper copies of learning materials, even if parents have requested this in the *Student Learning from Home* survey.

If exceptional circumstances exist why hard copies must be posted home is required for students with good internet access and sole use of a computer, parents should contact the school via email to

learningathome@laidleyshs.eq.edu.au or phone on 5466 8922 and discuss your request with the relevant Deputy Principal.

Please email the school urgently to learningathome@laidleyshs.eq.edu.au if:

- You require a change in delivery address for learning packages.
- You no longer require a mail out of learning materials as you can access materials well online.
- Your child's computer access or internet access circumstances change and you now request a mail out of learning materials to commence.

MAIL OUT PROCEDURE

Teacher aides will coordinate the distribution process of work, including:

- Collecting of all paper based class STILE unit resources from class teachers.
- Copy and package students work into a display folder containing plastic sleeves labelled for individual subjects.
- Post work packages to students/parents to student's mailing address recorded in OneSchool. Work packages will be posted by the Thursday prior to the fortnight commencing.
- Email parents to advise when work packages have been posted.
- Distribute student work back to teachers when it has been received by post.
- Scan students work and email it to teachers who are working from home.

The school will mail two weeks' worth of learning materials home to students each fortnight.

RETURNING WORK PROCEDURES

Students are required to package up learning and assessment task responses and put them back in the display folder into the plastic sleeves for each subject. Place the work materials into the free reply paid envelope provided. Parents are required to return the work package to the school at the end of each fortnight by either:

- Driving to school and placing the work package in the school letter box on Alfred Street; or
- Posting the work package via Australia Post using the supplied free postage paid envelope provided.

Students who are receiving **both mail out and computer/internet** based work are strongly encouraged to complete as much work as possible online within STILE. When returning hard copies of work to the school, please ensure that you annotate your work clearly to show which learning tasks you have completed online so that your teacher does not wonder why you have not completed various questions.

COMMUNICATION WITH STUDENTS AND PARENTS

The school will communicate with students and parents in the following ways:

- **Continuity of Learning Plan** - The latest version of the Continuity of Learning plan will be sent to students and parents upon any announcement of school closure. Further copies of this plan will be emailed if significant changes occur.
- **Fortnightly Newsletter** – A fortnightly newsletter will be published in Weeks, 2, 4, 6 and 8 to keep students and parents up to date with current school operations and COVID-19 information and supports.
- **School Emails** – The school will use email as the predominant method of communication with parents to share important information during a school closure. If you have not been receiving these emails, please update your contact details with the school at learningathome@laidleyshs.eq.edu.au.
- **Students Notices** – The daily student notices will be emailed to students each morning at 8.30 am to keep students informed of any important day to day operations and information.

- **Teacher Emails** – Teachers will regularly communicate with students providing instructions regarding their classroom learning and assessment in each subject. Teacher may email parents from time to time with key information relating to their children’s learning. Parents should consult with their children regarding these communications.
- **Phone** – Staff will continue to contact parents by phone. It is important to note that some staff may be working from home during school closures and may only be able to communicate via email.
- **School Text Messages** – Text messages will be continue to be sent to parents from the school if required.
- **Facebook** – The [Laidley SHS Facebook](#) site will continue to be used to celebrate student success and engagement and share helpful information. Parents are encouraged to like our Facebook page.
- **School website and QSchools app** – The Laidley SHS website will continue to be updated to provide helpful information for parents, including information relating to school operations during any school closure. The QSchools app shares information from the school website. QSchools app can be [downloaded](#) onto your phone and Laidley SHS added as a favourite.
- **QParents app** – Laidley SHS set up with [QParents](#). Depending upon how a school configures QParents, the app provides secure, online access to student information such including attendance details, behaviour, report cards and assessment dates, upcoming events, timetables, invoices, payment history and student photo. Learn more about what QParents offers parents [here](#).

Individual parents must register with the school to create an account. Parents can request an invitation code be sent to them by emailing the school at QParents@laidleyshs.eq.edu.au or calling the office on 5466 8922.

Once you have an invitation code, [login to QParents](#) and scroll down the screen and select ‘Register’. Once a parents has registered and undertaken online identity verification, they will be able to [login to QParents](#) using their secure account details.

For more detailed information or assistance with the QParents registration process, please refer to [Learn More about QParents](#) and [QParents online help guide](#).

Parents can communicate with teachers in the following ways:

- **Email** - Parents are encouraged to communicate with teachers via their school email using the [Key School Contact List](#) on the school website. Parents can email teachers at any time.
- **Phone** - Contact the school on 5466 8922 between 8.00 am and 4.00 pm to talk to a teacher or request a call back. Teachers will be available from 8.45 am to 3.15 pm, however just like a normal school day they may be working in rostered classes during the school day and may not be available when you call. Some teachers may only be able to respond via email as they may be working from home. Staff are expected to respond to emails within 24 hours.

Students are encouraged to communicate with their teachers in the following ways:

- **Email** – It is preferred that students communicate with teachers via email. Students can email teachers at any time. Staff are expected to respond to emails within 24 hours.
- **STILE Class Discussion Tool** – It is recommended that students communicate with teachers via STILE Class Discussion tool. This allows a record on ongoing questions, feedback and responses to be accessed by all students for future reference.
- **Phone** - Students can contact teachers at school on 5466 8922 between 8.00 am and 4.00 pm to talk to a teacher or request a call back. Teachers will be available from 8.45 am to 3.15 pm, however just like a normal school day they may be working in rostered classes during the school day and may not be available when you call. Some teachers may respond via email as they will be working from home.

Teachers have been advised to only speak directly to a student over the phone when permission has been given by a parent or caregiver. Teachers are to contact students using the parents contact details listed in OneSchool. Teachers will not contact students on their personal mobile phones.

Students and parents can communicate with the school in the following ways:

- **Email** – email the school at any of the following email addresses:
 - learningathome@laidleyshs.eq.edu.au for all general enquiries.
 - learningathome@laidleyshs.eq.edu.au for enquiries related to learning at home.
 - Absences@laidleyshs.eq.edu.au to advise the school is student is sick and unable to participate in learning.
 - ithelpdesk@laidleyshs.eq.edu.au to seek support for IT issues.
 - SupportServices@laidleyshs.eq.edu.au to seek support for health and wellbeing issues.
 - QParents@laidleyshs.eq.edu.au to register for QParents access.
- **Phone** - Contact the school on 5466 8922 between 8.00 am and 4.00 pm.
- **STYMIE** – Report bullying or harassment issues to the school using <https://www.stymie.com.au/>, including while students are learning at home.

TEACHING, LEARNING AND ASSESSMENT

Teaching and learning will work best when a strong partnership exists between class teachers, staff supervising lessons at school, parents/caregivers and students, where each person understands their roles and responsibilities.

There are some challenges that will exist as we undertake home based online and paper based learning for the first time. Positive communication and a good spirit will help us all to work through these issues and provide the best learning opportunities possible. We all owe it to our children in these difficult circumstances to maintain normal learning routines and a stable and stress free learning environment.

Teachers will strive to make teaching through STILE as interactive and engaging as possible. Students will benefit from positive encouragement and helpful feedback from teachers, parents and caregivers.

KEY STAFF SUPPORTS FOR STUDENTS AND PARENTS

Key staff will support students and parents to adapt to these new learning at home arrangements. The roles and responsibilities of key staff in our school are outlined below:

CLASSROOM TEACHER

- Develop class STILE units containing learning materials and activities for every class, preparing learning materials and tasks in the most engaging/interactive manner possible for each class.
- Prepare a PDF version of all STILE units and associated materials each fortnight and save these to the school network for students without computer and reliable internet access at home.
- Modify learning for students on ICPs and highly differentiated programs, prepare a PDF version of these materials each fortnight and save to the school network for students without computer and reliable internet access at home.
- Progressively develop online pedagogies, supported by new technologies, to effectively deliver units of work online for all classes.
- Monitor and support student engagement in learning and assessment tasks, including providing regular written feedback (and verbal if possible) to individual students and the whole class.
- Review the participation and engagement of their students weekly, celebrating strong engagement and identifying disengaged students through the defined school process.
- Design assessments with appropriate adjustments to assessment techniques and delivery methods and conduct assessment with fairness, equity, reliability and accountability.

LEARNING SUPERVISOR (WORKING WITH STUDENTS ATTENDING SCHOOL)

- Assist students to complete work set by the classroom teachers on an individual or small group basis.
- Monitoring student work completion and communicate with class teachers as required.
- Manage student behaviour.

HEAD OF DEPARTMENT

- Support teachers to modify and adjust curriculum planning to suit online learning environment context and new DET and QCAA requirements.
- Assist teachers to develop effective online pedagogies, supported by new technologies, to effectively deliver units of work online for all subjects within their faculty.
- Monitor student engagement in learning tasks for all subjects within their faculty.
- Support teachers to modify assessment tasks, techniques and delivery methods and conduct assessment with equity and accountability.
- Conduct moderation processes to confirm teacher assessment judgements.
- Establish school and faculty processes to ensure appropriate reporting judgements are made based on changed assessment plans.
- Make decisions and address issues raised by students, teachers and parents to ensure fairness, equity, reliability and accountability of learning, assessment and reporting.

PARENT/CAREGIVERS

- Refer to the [Daily Parent Guide](#) poster to understand how parents/guardians can assist their child to succeed in the *learning at home* context.

STUDENTS

- Refer to the [Daily Student Guide](#) and [Student Preparing for Learning](#) posters to understand how students can plan to succeed in this new learning at home context.

DEPUTY PRINCIPALS

- Monitor student engagement in learning within their assigned year levels.
- Identify appropriate supports and interventions to support positive engagement in learning by all students in their assigned year levels.
- Address issues raised by students, teachers and parents and through students engagement reviews within their assigned year levels to ensure appropriate interventions and support referrals are made to case managers, Year Coordinators, Heads of Departments and other specialist support personnel.
- Collaborate with Heads of Department to ensure compliance with QCAA senior schooling requirements and maintain fairness, equity, reliability and accountability of learning, assessment and reporting within their faculties.

YEAR COORDINATORS

- Communicate and collaborate proactively with students to support positive health, wellbeing and learning engagement.
- Encourage participation in activities that encourage connectedness support families to cope with forced isolation.

CASE MANAGERS

- Monitor participation, engagement, progress and health and wellbeing of identified students.
- Address issues raised by students, teachers and parents and through engagement reviews for identified students and provide support and intervention to students and their families as identified in the schools *learning at home* Case Management framework.
- Make appropriate support referrals to Deputy Principals, Year Coordinators, Heads of Departments teachers and other specialist support personnel.

SUPPORT SERVICES TEAM

- Provide the school community with resources and information to support positive health, wellbeing and learning engagement.
- Communicate and collaborate proactively with students to support positive health, wellbeing and learning engagement and support families to cope with forced isolation.
- Monitor participation, engagement, progress and health and wellbeing of at risk and vulnerable students and families.

WORK ENVIRONMENT AND DAILY LEARNING ROUTINES

Completing schooling from home will be a new concept for most students and parents. The school has developed some helpful resources to support students and parents to establish some important routines and strategies to assist students to succeed in this with their learning at home. The [Daily Student Guide](#), [Daily Parent Guide](#) and [Student Preparing for Learning](#) posters will assist students and parents to plan and prepare to succeed in the mode of learning.

MONITORING PROGRESS & PROVIDING FEEDBACK

Teachers will monitor student participation and engagement by reviewing the completion of learning and assessment tasks in STILE and through the return of paper based learning materials. Teachers will use ongoing learning tasks to monitor student progress and provide feedback on student learning.

Teachers will report on a weekly basis to the school regarding the progress of individual students within their class, highlighting students that are highly committed and engaged and those students who are disengaged from their learning. Deputy Principals and Heads of Department will review this information and contact parents / caregivers to help resolve barriers to learning.

YEAR 7-10 ASSESSMENT

Assessment will continue to be an important part of the teaching and learning process during any period of school closure. Assessment tasks in Years 7-10 will be issued to students through STILE as outlined below:

- Formal (summative) assessment tasks will be issued on official school assessment task sheet. Task sheets will outline the task requirements, checkpoint/draft/final due dates, assessment conditions, scaffolding and the marking scheme.
- The Semester 1 Assessment Calendar will no longer be accurate due to the disruption to schooling and changes required due to online learning. An updated assessment calendar will be issued by the school to reflect changes due to school closure.
- Assignments will continue to be issued to students, however the assessment conditions may change.
- Exams may continue with modified conditions such as an open book exams completed from home, however exams will most likely be replaced by assignments.
- Assignments will have checkpoint dates, draft dates and final due dates listed on the task sheet. Students must strive to meet these assessment due dates. Teachers will monitor assessment task completion and submission carefully.
- Teachers will communicate with parents via email or SMS if due dates are not met.
- Students should seek assistance and feedback from their teacher in relation to assessment tasks through STILE and/or via email.

YEAR 7-10 ASSESSMENT POLICY CHANGES

Year 7-10 assessment tasks not completed during weeks 7-10 of Term 1 due to COVID-19 will remain incomplete. As a result the student's assessment portfolio may be incomplete. The teacher shall not penalise the student for any decision to self-isolate during this period. Teachers will use evidence of learning tasks completed in class to contribute towards the issue a Semester report card result. If a teacher does not have

sufficient evidence across the semester to provide an A-E result, an “N” rating will be issued. This is not a penalty, rather a statement the teacher does not have the evidence to provide a valid result on an interim report card.

YEAR 11-12 ASSESSMENT

Assessment will continue to be an important part of the teaching and learning process during this period of online learning due to school closure.

YEAR 12 ASSESSMENT

The QCAA has advised that Year 12 General and Applied subjects will reduce by one internal assessment and now only involve completion of two (2) internal assessments and one (1) external assessment.

Subject-specific advice was provided to schools on 31 March 2020 by QCAA about the nature and timing of the next internal assessment to support teachers to review their assessment programs. Heads of Department and teachers will advise students of the implications of these changes at our school for each individual Year 12 subject.

The QCAA will continue to monitor the impacts of COVID-19 on senior secondary schooling including any changes that might be required to external assessment.

The QCAA website has responses to [frequently asked questions for parents and students](#) about the removal of an internal assessment and to clarify that this will not impact the calculation of students' ATARs. Year 12 students and parents are encouraged to read this FAQ materials and ask questions of their class teacher via email if further clarification is required.

YEAR 11 ASSESSMENT

Normally for both Unit 1 and Unit 2, schools determine whether to complete either one or two assessments that cover all unit objectives. The QCAA has advised that schools are able to change their original assessment plan for Year 11 students as long as these conditions continue to be met. Heads of Department and teachers will advise students of any changes to assessment for each individual Year 11 subject.

For schools offering an Alternative sequence in Year 11 (ie Biology, Agricultural Science and Physics), the assessment program corresponds to the program for Year 12 students studying AS Units 3 and 4. As schools must ensure that all unit objectives are assessed for the AS units in Year 11 (e.g. AS Unit 3 and AS Unit 4), further modifications to the assessment program may be required by the school. Heads of Department and teachers will advise students of any changes to assessment for each individual Year 11 subject.

YEAR 11-12 ASSESSMENT POLICY CHANGES

There are no changes to the implementation of the school assessment policy for Year 11 and 12 students. If a student does not have access to a computer or the internet at home, they must contact Mrs Crosby at school on 5466 8922 or via email kcros21@eq.edu.au to discuss the best approach to meeting assessment checkpoint, draft and final submission deadlines.

It is strongly recommended that senior students resolve computer and internet access issues that exist so that learning can be completed online from home. The school can loan a computer to parents and suggest ways to resolve internet access issues.

The QCAA has removed one summative internal assessment from the assessment requirements for both General and Applied subjects. It made this decision to support senior students, teachers and school

communities. The QCAA recognise that a school or individual student's circumstances may require different management approaches.

ASSESSMENT MODERATION

Teachers will continue to moderate their assessment judgements with other teachers under the direction of their Head of Department to ensure accurate and consistency of marking against the relevant assessment criteria. This will include online meeting via Skype for Business for those staff who are working from home.

END SEMESTER 1 REPORTING

Teachers will report at the end of Semester 1 as per current end semester reporting arrangements and timelines.

PARENT-TEACHER INTERVIEWS

End Term 1 parent teacher interviews will occur via email or phone as follows:

- Teachers who request an interview on the Term 1 report cards must initiate an email or phone call to parents to communicate and discuss the students' progress, learning engagement and improvement feedback.
- Parents can also initiate a parent teacher interview via email or phone as required.
- Year 11 interviews commence Monday 30th March and should have been completed by Friday 3rd April 2020.
- Year 7-10 & 12 interviews commence Monday 20th April and to be completed by Friday 8st May 2020.

At this stage, End Semester 1 parent teacher interviews will occur as face to face interview in early Term 3 as per current arrangements and timelines. This decision will be reviewed closed to this date, however it may be that SKYPE can be utilised more often as a way of schools keeping in contact with parents in relation to their children's education.

SKYPE PARENT-TEACHER CONFERENCING

Parents and teachers are now able to use SKYPE to conduct Parent Teacher interviews and conferences as a replacement to face to face during the current COVID-19 situation.

To conduct a Skype call, first the teacher must add the parent/caregiver to their Skype for Business address book. Follow these instructions to prepare for a SKYPE conference call:

- In the "Find someone" search bar, enter the parent/caregiver's email address and select "SKYPE DIRECTORY"
- Double click the parent/caregiver and a pop up box will appear. Select 'Add'.
- Once the parent/caregiver has been added in the teacher's contact list, the parent/caregiver using regular skype will then need to add the teacher's @eq.edu.au email address to their Skype.com contact list.
- Once the parent/caregiver has done this, each will be able to see the others status, IM and make voice and video calls.

When conducting Skype meetings of any type, the purpose of the meeting, duration of the meeting and meeting participants must be defined in advance. The following meeting protocols must also be observed:

- All participants must consent to conducting the conference or interview using Skype.
- All participants must conduct the meeting in a quiet, private environment, free from distraction and unintended meeting participants.
- All participants must conduct themselves in a professional manner at all times.

DAILY ATTENDANCE AND ROLL MARKING

In Term 2 2020, Queensland state schools will not be marking rolls (paper or electronic) as they normally would to record student attendance.

New arrangements for recording attendance in home-based learning will be in place over this period. Schools are required to maintain contact with students and families under this working at home model. Schools must also continue to maintain their obligations in relation to reporting student protection concerns.

As is currently the case, parents are still required to communicate with the school about their child's absence from school **as well as their inability to participate in learning at home**. Parents can advise the school via the following means:

- Phone the school on 5466 8922
- Email the school at Absence@laidleyshs.eq.edu.au
- Reply to absence SMS text from the school
- Notify the school of absence via QParents app

APPROVED ATTENDANCE CODES DURING LEARNING AT HOME

To accommodate arrangements in place from 20 April 2020, student attendance/absence will be recorded through the use of the following absence reason codes.

Absence Reason Code recorded in IDAttend and OneSchool	Attendance Status
School Activity (A)	In attendance – on-site learning
Off-campus Activity (F)	In attendance – learning at home
Attendance Not Required (B)	Not considered a school day for the student
Exemption (Z)	Not considered a school day for the student
All other Absence Reasons e.g. Illness and medical appointments (I), Family reasons (G)	Absent
Unexplained (U)	No connection with student/parent, including no evidence of 'online' activity

STUDENTS LEARNING AT HOME - DAILY CHECK-IN PROCEDURE

The following daily check-in procedures will occur every day during the learning at home phase.

Daily Time	Attendance Actions
By 8.55 am daily	Care teachers will send students a check-in email. Students must reply to this email to confirm their attendance by 9.30 am daily. In the event that the Care teacher is unavailable, another staff member appointed by the school will send these students the check-in email.
By 9.30 am daily	Where a student is expected to attend school but have not arrived at school, the school will notify the parent by SMS. The student will be recorded as <i>Unexplained (U)</i> until a parent provides an explanation of this absence.
By 10.00 am daily	Care teachers working at school will mark the Care roll. Care teachers working from home must print a class roll, mark the roll to show which students have responded to their check-in email and send a copy of this roll to the school attendance officer.

By 11.00 am daily	<p>The school will send an absence SMS message to all parents whose children were expected to be learning from home that have not responded to the check in email from their Care teacher. Parents will be asked to reply to the text to confirm that their children are:</p> <ul style="list-style-type: none"> • Learning from home today; OR • Unable to learn from home today and the reason for this absence. <p>Students or parents advising that they are learning from home will be marked as <i>Off-campus Activity (F)</i> as they are '<i>In attendance – learning at home</i>'. Students or parents who have not responded to their daily check in email or the parent SMS will be marked as <i>Unexplained (U)</i>.</p>
Daily	<p>The school attendance officer will process SMS responses from parents and update attendance codes to <i>Off-campus Activity (F)</i> if they are '<i>In attendance – learning at home</i>' or the <i>appropriate</i> absence code.</p>

Parents without a mobile phone and the internet at home must contact the school by phone before 9.30 am each day to confirm that their children are:

- Learning from home today; OR
- Unable to learn from home today and the reason for this absence.

STUDENTS PHYSICALLY ATTENDING SCHOOL - DAILY CHECK-IN PROCEDURE

Supervising teachers will mark a roll at 8.55 am in the undercover area and immediately provide a copy of this roll to the office. Students in attendance will be marked as *School Activity (A)* as they are '*In attendance – onsite learning*'.

Students arriving late must sign in and out through the office. Early departures will only occur with prior approval from parents/caregivers. Late arrivals and early departures will be recorded as normal.

For students completing their learning at school, their supervising teachers will continue to mark rolls for each lesson in the school day and will inform the office immediately if a student who was present during morning roll marking in the day is not present in a particular lesson.

ASPIRE AWARDS

The school ASPIRE Awards celebration parade will not be held in Term 2 due to the significant disruption to teaching and learning, assessment and attendance towards the end of Term 1. This term will be ignored when calculating future SILVER, GOLD and PLATINUM Awards to ensure that no student is disadvantaged.

At this stage, the Term 3 ASPIRE Awards celebration parade will proceed using Term 2 achievement, learning engagement and attendance results. This decision will be reviewed as Term 2 progresses.

SUPPORTING STUDENTS WELLBEING

There are a range of school personnel are in place to support students who need assistance with this significant change in routine or due to other relationship, social or mental health issues. These staff are identified on the [Key Staff Contact List](#) on the school website and can be contacted by calling the school on 5466 8922 or by [email](#).

Key support staff include:

- Deputy Principals
- Year Coordinators

- School Support Services Team (Guidance Officer, Youth Support Coordinators, Chaplain, Indigenous CEC and Health Nurse) (8am – 4pm Monday to Friday)
- Heads of Department
- Head of Special Education & SEP Case Managers
- Teachers

Student and parents can continue to access [STYMIE](#) to report bullying notifications to the school.

There are also a range of external support available to assist students experiencing difficulties include:

- Kids Help Line www.kidshelpline.com.au Phone: 1800 551 800
- Lifeline www.lifeline.org.au Phone: 13 11 14
- Suicide Call Back Service www.suicidecallbackservice.org.au Phone: 1300 659 467
- HeadSpace helpline www.headspace.org.au Phone: 1800 650 890
- 13 HEALTH—Health advice over the phone – 24 hours/7 days
<https://www.qld.gov.au/health/contacts/advice/13health> Phone: 13 43 25 84
- 1300 MH CALL: Mental health access line
<https://www.qld.gov.au/health/mental-health/help-lines/1300-mh-call> Phone: 1300 642 255
- Butterfly Foundation – eating disorders www.thebutterflyfoundation.org.au Phone: 1800 334 673
- Griefline www.griefline.org.au – Midday-3am/7 days Phone: 1300 845 745
- Alcohol and Drug Support <https://adis.health.qld.gov.au/> – 24 hours/7 days Phone: 1800 177 833
- National Sexual Assault and Domestic Violence Service www.1800respect.org.au
24 hours/7 days Phone: 1300 737 732

SUPPORTING FAMILIES WELLBEING

There are a range of external support available to assist parents and families experiencing difficulties include:

- Relationships Australia <https://www.relationships.org.au>
Mon-Fri 8am-8pm, Sat 10am-4pm Phone: 1300 364 277
- Talk it over Men’s Line Australia <https://mensline.org.au/> – 24 hours/7 days Phone: 1300 789 978
- Domestic Violence – Womensline <http://www.dvconnect.org/womensline/>
24 hours/7 days Phone: 1800 811 811
- Domestic Violence – Mensline <http://www.dvconnect.org/mensline/>
9am-midnight/7 days Phone: 1800 600 636
- Sexual Assault Helpline <http://www.dvconnect.org/queensland-sexual-assault-helpline/>
9am-midnight/7 days Phone: 1800 010 120
- Lifeline www.lifeline.org.au Phone: 13 11 14
- Suicide Call Back Service www.suicidecallbackservice.org.au Phone: 1300 659 467
- Beyond Blue <https://www.beyondblue.org.au/> – 24 hours/7 days Phone: 1300 224 636
- Parentline <https://parentline.com.au/> – 8am-10pm/7 days Phone: 1300 301 300
- Griefline www.griefline.org.au – Midday-3am/7 days Phone: 1300 845 745
- Alcohol and Drug Support <https://adis.health.qld.gov.au/> – 24 hours/7 days Phone: 1800 177 833
- Homeless Helpline — 24 hours/7 days Phone: 1800 551 753
<https://www.qld.gov.au/housing/emergency-temporary-accommodation/homeless-persons-information-qld>
- Laidley Community Centre <https://laidleycc.org.au> Phone: 5465 1889

SUPPORTING STAFF WELLBEING

In addition to the range of external support available to assist parents and families experiencing difficulties, school employees are able to access the Department of Education's [Employee Assistance Program](#). This program is a free confidential counselling and support service provided by LifeWorks by Morneau Shepell's. LifeWorks can be contacted on 1800 604 640 24 hours / 7 days per week.

QUESTIONS OR FEEDBACK?

If you have any questions relating to learning from home or school operations during any period of school closure, please email the school at learningathome@laidleyshs.eq.edu.au or call the school on 5466 8922 once school holidays come to an end.