



**Kawana Waters State College**  
**Secondary Campus - Continuity of Learning**  
**Parent (Secondary Campus)**  
Active: December 2021

Item	Details
<b>Online /Remote Learning</b>	<p>School email and MS Teams is the primary communication tool to be used with students, staff &amp; parents</p> <p><b>Continuity of student learning for a short-term remote learning (1-2 weeks)</b></p> <ul style="list-style-type: none"><li>- Some teachers and students at school i.e. essential worker students at school.</li><li>- Classes to continue using the usual online learning environment for their class with their regular teacher.</li><li>- Teachers will use their nominated eLearning platform. This may include either school email, MS Teams and/or MS Class Notebook.</li><li>- Minimal or no requirement for video conferencing unless this is a regular part of the practice for that class</li></ul> <p>Education Qld also offers a range of online curriculum for parents and students the <a href="#">learning@home website</a></p> <p><b>Students may access work through the following platforms but not exclusive to:</b></p> <ul style="list-style-type: none"><li>- School email</li><li>- Microsoft Teams</li><li>- Microsoft Class OneNote</li><li>- Clickview</li><li>- Read Cloud</li><li>- Turnitin</li><li>- OneDrive</li><li>- Mathletics</li><li>- Literacy Planet</li></ul>
<b>Video Conferencing Protocols</b>	<p><b>Safe and best practices for video conferencing:</b></p> <ul style="list-style-type: none"><li>• Teachers and students are required to only use Microsoft Teams for online meetings (endorsed EQ platform).</li><li>• When doing a live <i>audio only</i> session ensure all cameras are off.</li><li>• Students should endeavor to situate themselves in a quiet space where no visual or audio from other sources can interfere with the online learning</li><li>• Online protocols will be communicated at the start of each session.</li><li>• Please be mindful that when using MS Teams that you may be in a vulnerable virtual environment.</li></ul>
<b>Hard Copy Work</b>	<p>If students / parents are unable to access the resources above (eg no internet access), a range of printed support materials will be available from the College in order to support your child's learning in the areas of English, HASS, Maths and Science.</p> <p>These resources will be available upon request.</p> <p><b>Please call the secondary campus office to arrange the required resources and a suitable pick up time in business hours.</b></p> <p>If you would like to access printed learning materials, please contact the secondary campus office on 07 5459388.</p>
<b>Student Attendance</b>	<p><b>Student attendance:</b></p> <ul style="list-style-type: none"><li>- Students of essential workers are able to attend schools</li><li>- All students will complete daily attendance survey each morning (open 6.30am to 9.00am)</li><li>- Staff will monitor student engagement in online learning sessions</li><li>- Contact the student absentee officer if a student is going to absent from school or the online learning environment: Email: <a href="mailto:studentabsences@kawanawaterssc.eq.edu.au">studentabsences@kawanawaterssc.eq.edu.au</a></li></ul>

<b>Assessment</b>	<p>If required:</p> <p>Students will submit any formal assessment items to your teacher as directed (eg via Teams, Onedrive, Collaborative Space or TurnItIn) by the due date and time or request extensions as outlined in the Assessment Policy where necessary.</p>
<b>General Parent Information &amp; Expectations</b>	<p>Assist students in scheduling appropriate time for learning.</p> <ul style="list-style-type: none"> <li>– Ensure that students have access to school email ( @eq.edu.au) and online learning platforms</li> <li>– <b>Monitor online activities</b> of students to ensure students are acting safely and ethically whilst online</li> <li>– Be familiar with the Assessment Policy and assist students to communicate with teachers as required.</li> <li>– Communicate with school staff via email when necessary</li> </ul>
<b>General Student Information &amp; Expectations</b>	<ul style="list-style-type: none"> <li>– <b>Check school email</b> each morning for attendance survey and any general notices</li> <li>– <b>Check school email</b> and Online Learning Platforms (Teams &amp; Class notebook) at the start of each scheduled lesson (as per your One School timetable) Monday to Friday for information on learning activities and course work and set tasks.</li> <li>– Dedicate appropriate time to learning (according to your usual school timetable), reflective of a school day including homework and study time, as guided by your teachers. <i>(ie: if you have Science lesson 1 on a Monday you will access the lesson resources online and receive an email from your class teacher at 9am on Monday)</i></li> <li>– Be prepared for a range of activities including online, interactive and paper and pen/pencil activities</li> <li>– <b>Regularly download or synch your online work (look to do this before 8.30am each day, choose non -peak periods)</b></li> <li>– <b>Check school email</b> and Online Learning Platforms (Teams &amp; Class notebook) at the start of each scheduled lesson (as per your One School timetable) Monday to Friday for information on learning activities and course work and set tasks.</li> </ul> <p><b>Daily/ Weekly Curriculum Check Points</b></p> <ul style="list-style-type: none"> <li>– Submit set class tasks/ exit ticket task by the due time each lesson/day as communicated by teachers.</li> <li>– Submit weekly checkpoint tasks by the due date and time as communicated by teachers.</li> <li>– If you need help with any class or social situation please contact your teachers, year level coordinator or year level Deputy Principal.</li> </ul>