ONLINE LEARNING HOME GUIDE

SECONDARY

COVID-19   March 2020

May the Lord give you Peace

ONLINE LEARNING - SECONDDARY 2020

Overview

Due to the COVID-19 Pandemic, HillSide will officially transition to an online model which will be effective on 29th April, 2020, the first day for students in Term Two. This provision will be in place until we are directed by the State government to return to normal on-site schooling. Please see information below for information regarding the remainder of this term (Term 1).

The arrangements for the remainder of this term have been communicated to all parents/carers by Mr. Lamont (Principal) and Mr. Turton (Deputy Principal – Secondary) on Friday 27th March, and you are asked to refer to these documents for these details, which can be found on Skoolbag and has been emailed to all parents/carers.

This document is designed to bring further clarity to our provision of 'Home Learning' and it should act as a guide to both parents/carers and students for the period from now until the commencement of Term Two.

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Collection of Text Books, Workbooks and Equipment

As the situation stands at the moment, all students who are working from home will be required to make sure they have taken home all text books, workbooks and equipment, including locker contents. This will enable students to have the correct resources for their learning from home. For those who have not been able to do this yet, arrangements are being put in place for a controlled and systematic provision for parents to be able to collect student books and equipment. This collection date is Thursday 2nd April, as published. Any parent unable to collect materials on this date should ring the office 9453 2644 to arrange another suitable collection time.

Before pick-ups can be implemented, staff will work towards collecting all student material, including the contents of student lockers, and place everything in a named package ready to be collected. Part of the organisation for collection process will include an allocated pick-up time being given for different year levels.

Please note: if a parent is asked to pick up packages for Year 7 at a given time, and there are other siblings in other year levels, families will be able pick up all packages for all year levels at the initial pick up time allocated.

For students who are continuing with on-site learning for the period between now and the end of term, books and equipment will be collected and taken home by the student when they complete their last lesson at school before the holidays commence. For most students who remain at school this will be on Friday 3rd April.

Students who will be remaining on-site (only with the express permission of the Principal) during Term Two, due to special provisions related to their parents' being classified as children of 'essential workers', may leave their text books, workbooks and equipment at school for the holiday period. iPads and Laptops will be taken home as normal for the holiday period, and will be brought back to school as normal for the new term for these students.

SEQTA Engage / Microsoft Teams

On-site and Remote Lesson Organisation

All lessons will be based on the current High School timetable whether students are at school or at home. For students accessing remote lessons from home please be aware of the following information:

- Students should start their day as they normally would, getting ready for school and being ready for their Form class at 8.30 a.m.;
- As part of doing this, students will need to have their device turned on and charged in preparation for being called to the Teams' Form class;
- When timetabled classes are starting, students will be able to participate in each lesson via an invitation to students from their teacher to join the class using the 'Teams' format;
- The High School timetable will be available through SEQTA, and all students have a hard copy of their year specific timetable;
- Students need to follow their appointed timetable and keep to regular school times for each period;
- Our school day will commence as usual at 8.30 a.m. with the student's Form Class;
- All information and instructions will be made through the teachers to students during lessons via Teams or SEQTA Learn for students. SEQTA Engage is the portal for parents.

* Students on-site will still attend school all day and follow the same programme and timetable as will students from home engaged in the 'Home Learning' facility. This only applies to specific, approved students of "essential workers".

From the start of Term Two, all lessons will be outlined in detail on SEQTA Engage, and supported through Microsoft Teams. Students will also be able to logon to SEQTA Learn, as this is the student portal.

In the area of assessment, a general information letter will be sent to parents outlining the information schools have received from the School Curriculum and Standards Authority (SCSA) on this matter.

Portal Help

If you are in need of assistance regarding SEQTA Engage or Microsoft Teams please contact our IT support through this email: portalhelp@hillside.wa.edu.au

Attendance

Teachers will maintain attendance records, as they would normally for every lesson. Attendance rolls will be taken as they normally would during the Form class at the start of each day and at the start of each timetabled lesson. Parents will be notified if students do not log in at the start of the day, and will be alerted if students are not logging into each lesson as they should. Student attendance details will be noted, and contact made to parents to advise them of concerns that staff may have if patterns of non-participation or attendance become apparent.

If a child is unwell, and they will not be able to participate in online learning for the day, parents are asked to notify the College, as they would for an absence if they were coming to school by emailing absent@hillside.wa.edu.au.

Expectations for Students & Parents

Parents

Parents are encouraged to login to SEQTA Engage regularly throughout the day to monitor student learning expectations, however the high school students will be working online through Microsoft Teams as mentioned above. Lessons will be posted on SEQTA from 29th April. Teams lessons will be used from this point forward and throughout Term Two.

Microsoft Teams will only be available to students. Therefore, it is important for parents to be aware of timetabled online classes that students should be accessing during the day. Again, please note that all students are expected to login to every Teams' class that has been set up, for Week 9 Term One, and continuing through Term Two. Parents are asked to ensure, as much as possible, that their child is engaged in their learning for each lesson each day.

Parents can contact staff for help and communicate via Direqt Messages in SEQTA only. No Outlook or other emails please, as this will enable staff to be able to have a manageable amount of on-line platforms to monitor and keep on top of. Staff will aim to reply as quickly as possible, on the same day. If you have difficulty with the 'Direqt Messaging' platform, please email the College office on admin@hillside.wa.edu.au. These emails will be reviewed by office staff and emails will be forwarded to staff as a priority if needed.

If there is a need for support in the event of questions relating to ICT, please email using the following address portal@hillside.wa.edu.au. Emails sent to this address will be picked up by our ICT department and dealt with as soon as possible after being prioritised.

Students

With school moving to 'Home Learning' through online classes being facilitated by Microsoft Teams, students will be expected to attend each class each day. Instead of moving from a physical classroom, students will need to log out of a Teams' classroom session and login to the next class online. This will in essence be the same as walking to the next classroom, where the teacher will take the attendance roll prior to commencing the lesson. Students can now logon to SEQTA Learn. This is the student portal. It is similar to the parent portal, SEQTA Engage, but it is geared towards students.

Students are expected to attend each class by accepting the invitation to join the class via Teams each day. This includes the Form class at the start of each day.
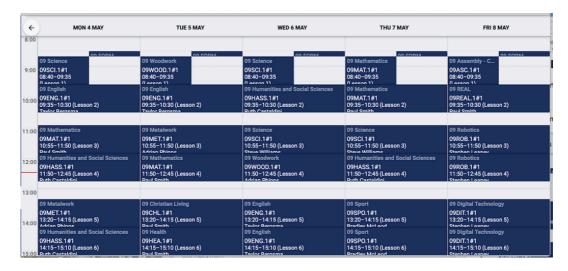
Teachers will inform students of how and when assessments or classwork will be sent through for marking during lessons via Microsoft Teams.

If students need help, they are expected to seek help from their teacher when logged on through the 'Teams' learning platform. If help is needed outside of a specific lesson, students are asked to contact their teacher through SEQTA Direqt Messaging or Teams' Chat. Staff will aim to reply as quickly as possible. Please remember that staff may be teaching up to a hundred students on any given day, so if there is no immediate response please be patient. Teachers will respond as they are able and after messages are prioritised. They will also give feedback to students via Direqt Messaging or Teams' Chat.

If any of the above communication avenues (Direqt Messages and Teams Chat) do not work, then students are asked to email their request to admin@hillside.wa.edu.au. Parents will extreme difficulties can also ring the front office 9453 2644. The email will then be directed to the correct staff member.

Student Timetables

The Secondary timetable will be found on SEQTA Engage in 'Timetable' on the sidebar or on the College website. Students should also have a hard copy of their weekly timetable. If parents are having trouble finding or locating a timetable for their child through these avenues, please email the office and we will send it to you.

Assessments

While we are working online with our students, assessments and assignments will need to be sent to the respective teacher in the format requested by that teacher. The format may include, a photo or scan of the work, or a file attachment that is uploaded through Teams or SEQTA. It may be that students will be required to show written work, diagrams or maths' work in exercise books being photographed (using the camera function on the device) and uploaded an image format during a Teams' lesson. This process will that show students are working, and teachers will then be able to support and monitor learning. The finer details of required assessments, and how these will be will be returned to teachers, will be updated as we progress through the programme over Term Two.

In circumstances where an assignment or assessment is to be submitted by a student, or a quiz or class test is completed, there may be a requirement for the student and parent to submit a signed declaration stating that the assessment has been completed under normal test conditions, where no outside help is given. The principle is that no advantage to the outcome of the task has occurred, as detailed in the declaration.

Students will be informed by teachers regarding how to upload or return completed work for marking. As we move forward and develop the use of SEQTA and Microsoft Teams, the College will release updated general information regarding the systems and delivery platforms to parents and students.

Year 11 & 12 Students

All Year 11 & 12 subjects (ATAR and General) will be fully catered for through Teams in Term Two commencing on Wednesday 29th April.

Until that time Year 12 students have been asked to attend school, if possible. It is planned that their normal timetable and teaching will take place. This will be in place for Week 9 of Term One (this week) and for the first two days of Week Ten (next week). This information was sent to all Year 12 students and parents on Friday 27th March.

All Year 11 & 12 students who do not attend HillSide College under the arrangements above will be expected to logon to any online lessons being offered through Microsoft Teams during this week (Week 9).

Please be assured HillSide is taking direction from the Western Australian School Curriculum and Standards Authority (SCSA) in regard to assessment, testing and exams. We will keep parents and students informed of any changes and updates we receive that will affect our Year 11 & 12 students. When it comes to exams usually conducted during Term Two, parents and students will be advised as to how these will be administered. This will be information based on the guidance and instruction given by SCSA.

Please remember: do not be anxious about the gaps that may occur in your learning during this period, your teachers will address these gaps when we are back to a normal routine.

Pastoral Care

We understand that this may be a stressful time for families and there will be challenges when learning online. We want our families to know that our Chaplains are here for you to provide pastoral support and seek ways to maintain our community spirit, sense of belonging, and mental wellbeing. If you have not already become a member of the High School Facebook page, we encourage you to do so. Our Chaplains will be posting regular updates and encouragements.

High School Facebook page: HS HillSide CC Parents 2020 https://www.facebook.com/groups/684850388204018/
Our Chaplains can be contacted through email: chaplaincy@hillside.wa.edu.au

During these challenging times there are so many avenues to be encouraged in your faith and, here are a few suggestions:

- Online devotions for kids such as: https://www.youtube.com/watch?v=e4ycQ3BaprA;
- Spending time listening to Praise and Worship;
- Tune into Christian radio such as: Sonshine FM, Vision Christian Radio, Inspire Radio;
- Bible Gateway – be inspired with passages to read;
- Hillside Church   https://www.hillside.org.au (including the HillSide Church Community Outreach).

Communication during this season of online learning

The College website has a COVID-19 Update tab which will hold all current and relevant information. This currently being updated and families will be advised when it is live. You may contact us this way:

College office phone (during normal business hours): 9453 2644
College office email: admin@hillside.wa.edu.au

Secondary students are to message their teacher through **SEQTA Learn using Direqt Messages or via the chat forum in Teams.**

Please find information for both parents and students on the following pages that may bring clarity, comfort and the ability to plan and know what is expected for the days ahead.

Helpful tips for parents

HOME LEARNING GUIDE

Secondary Parent

Establish a good routine and expectations for your child/ren; stick to the school timetable, including breaks, so they can transition back easily when schools re-open.

Set up a comfortable, organised, quiet shared space for your child to learn.

Check SEQTA regularly in a day so you know what your child needs to do.

Help your child process their learning through conversation and sharing.

Communicate when needed with the class teacher via Direqt Message in SEQTA (do not use email).

Ask the students to follow the school rules and standards at home to keep continuity of expectations and behaviour for when they transition back.

Encourage your child to take breaks, eat healthy and make sure they get their daily 30 of physical activity.

Encourage your child to find ways to talk to their friends and chat regularly.

Be mindful of your child's wellbeing; check in with them about concerns or challenges and help them contact staff for help.

Monitor on-line time carefully.

If you experience any technical problems email: portalhelp@hillside.wa.edu.au

HOME LEARNING GUIDE

Secondary Student

HILLSIDE
CHRISTIAN COLLEGE

Find a good place to work from that is quite,
comfortable and has everything you need.

Stick to the school timetable including recess and lunch.

All students are expected to complete the set work
for that class

All lesson content will be on SEQTA prior to the lesson.
Microsoft Teams will be the practical presentation of these lessons.

If you cannot complete work, need clarification or are having
technical issues - please send your teacher a Direqt Message

Use our school rules and standards at home to show your
self-control and amazing work habits.

Find ways to talk to your friends and chat regularly, but not in class!

Take breaks, eat healthy and find your
daily 30 of physical activity.

Don't get stressed – you can talk to our Chaplains,
teachers and Mr Turton.

TRUST IN THE LORD WITH ALL YOUR HEART AND LEAN NOT ON YOUR OWN UNDERSTANDING

Proverbs 3:5

Frequently Asked Questions (FAQ)

Secondary (Year 7-12)

We have compiled a list of FAQ and included them below.
These are also found on the College website. We will be updating
this list as we answer common questions which we know will assist all families.

How does a student or parent know what needs to be done when working at home?

Please refer to the Secondary Online Home Learning Guide which is available on the College website under the COVID-19 landing (web) page. It is also downloadable from Skoolbag under the COVID-19 section. This is an overview of the basic application of the online learning programme. Any major difficulties can be directed to the Secondary Deputy Principal through the College office 9453 2644 or admin@hillside.wa.edu.au.

The ICT support team can assist with technical issues like Internet connectivity, device problems.

If a student in Secondary (7-12) needs help or is unable to access resources, whom can they contact?

The ICT support team can assist with technical issues like Internet connectivity, device problems, and software issues (operating system, Microsoft 365 install, etc.) The best way to contact ICT support is ict@hillside.wa.edu.au

Any issues for SEQTA Learn (students) or SEQTA Engage (parents) are handled by portalhelp@hillside.wa.edu.au.

ICT staff can also be contacted by a parent via telephone if necessary, through the College office 9453 2644.

Parents needing support also contact either of the email addresses above with their request.

What do I do if my child is sick at home?

If your child is sick at home and cannot complete the assigned work or classes, please notify: absent@hillside.wa.edu.au. The front office staff will pass this information onto the relevant teachers. Once your child is well, they should re-commence their online programme.

What if I cannot access online lessons at home or cannot work on the online programme?

Please refer to the off-site (home-based) learning information provided by the respective Deputy Principal first. If you have followed the steps involved and still have issues either finding the correct information, or even starting the programme of work online, then please ring the College office 94532644 or email: admin@hillside.wa.edu.au. Ask to be forwarded to the Deputy Principal (Secondary).

Secondary students, not able to participate in a lesson, have been asked to notify their subject teacher directly ASAP.

What if I can't follow the timetable and its timings?

We strongly encourage students to stick to the timetable provided if they can, as this enables staff on-site to manage both off-site and on-site learning, and enables your child to keep to their normal rhythm and routines for when they transition back to normal on-site learning in the future.

However, if you can't follow the timetable and timings, then please feel free to adjust the timetable to suit you and simply inform your class teacher of the changes (including any changes to when your child will submit work) via Direqt Messaging in SEQTA ENGAGE or LEARN. Be aware that this may mean staff may not be able to offer the same help within the scheduled timings, but be assured they will do their best to give support as best as possible.

If you cannot use SEQTA Direqt Messaging please email: admin@hillside.wa.edu.au and your enquiry will be forwarded to the appropriate staff member.

How do students ask questions during class (on microphone)?

We've been practising emulating the online system at school. Teachers have encouraged students to ask questions in practice sessions, but some general protocols include typing on the message board that either they have a question (whereby the teacher can unmute the class), or type the actual question in, and the teacher can answer for the whole class.

When can a student have a break time?

The normal timetable is available on SEQTA Engage. Students can also refer to their own hard copy of the timetable. Secondary students can manage their timetable as normal. All students' timetables are available on SEQTA Engage (parents) and SEQTA Learn (students). Students are encouraged to observe their timetable correctly so that the class teacher can assist. Breaks can be taken any time where there is not a Teams live lesson (high school).

Will students still have access to Chaplains?

Yes. Either students or parents can contact the College for support. We will initiate a suitable point of connection e.g. phone; via Teams; or, if permitted by government, in person with appropriate health protocols in place. The Chaplains can be contacted on 9453 2644 (school hours), via email: chaplaincy@hillside.wa.edu.au or through Microsoft TEAMS (students).

What if the home Internet connection fails during a Teams' class?

Students have been asked to notify their teacher ASAP, then move straight onto SEQTA or email to keep the continuity of learning. If this not possible, try using textbooks or previous communication until the Internet connection is restored. If further issues occur please email: ict@hillside.wa.edu.au or ring the College office 9453 2644 who can put you through to the ICT team for support.

If a phone hotspot can be used temporarily, this will allow connectivity until your home Internet service is re-activated.

Will 'After School Clubs' be offered online as a support to our children as it was when the school was operating normally?

We are investigating this as a possibility, but we are keen for staff to settle into the new norm before this is implemented. Parents and students will be advised if and when 'Clubs' will resume. Microsoft Teams will be the platform that will allow this to happen.

Will study groups or nights happen from home (Secondary)?

We are currently looking at this. There is nothing stopping students getting together in Teams of their own creation for this purpose, or we may create our own 'Study Night' team. A number of senior students have already set up study teams ready to go for certain subjects.

Will students be following their normal daily schedule when learning from home?

Yes, staff believe it provides consistency of routine (much needed by many students) and allows students to know when their teacher is available.

In the high school, students can use Teams to chat with their teacher and connect in a face-to-face lesson. Any parent experiencing issues with these platforms can send an email to the central office email and it will be forwarded to the relevant staff member. We are asking that this is only used when the regular SEQTA messaging is unavailable. By following the student timetable, everyone knows when teachers are delivering content and/or instructions, are available for assistance and they also know when their class is working on key content so they can work together.

If my child has flu-like symptoms what should I do?

All students should now be studying at home and not at school. Should you have any suspicion that your child may have flu-like symptoms, please contact your GP for advice.

What device/s and software does my child require at home?

Secondary (7-12) students will use their 1:1 school device. For Year 7, 8 and 9, students their school iPad should be used. For Year 10, 11 and 12 students their school Macbook Laptop should be used. The software required for online learning is installed on all devices.

What software does my child require for learning at home?

The following software is needed for the home-based learning programme. Please refer to the information on the COVID-19 landing webpage:

Microsoft Office 365, primarily Teams;
SEQTA Learn (Secondary students);
SEQTA Engage (Secondary parents).

Can my child answer my calls (to check in on him/her) during the day if on-site?

No, all calls to the school for any child that is approved to be on-site must be directed through the College office 9453 2644. It is important to remain focused during lessons as much as possible. If the student is home-based, this will be at the parent's discretion.

School Standards

Please remember that while working from home we expect that our students will uphold our College standards in behaviour in interactions with other students. Students are also reminded that all work is expected to be completed and returned to the teacher for marking as required.

In these times of uncertainty, fear of the unknown, and of the yet to come, Deuteronomy 31:8 says:

'The Lord himself goes before you and will be with you;
He will never leave you nor forsake you. Do not be afraid; or discouraged.

Our God is more than able to bring us through these uncertain times, but He asks us to put our trust in Him and not to live in fear. He is the one who can bring peace beyond our understanding and this comes by understanding the great love He has for us as demonstrated by Jesus' willingness to die on the cross.

Please take time this Easter to seek to find Jesus
and the hope He brings to life in this crazy mixed up world.