



Carey
Baptist
College
Harrisdale

Learning from Home A Guide for Students (and Parents)

1 FEBRUARY 2021



Learning from Home

Dear Secondary Students

This document outlines the Secondary School's expectations as we launch into 'Learning from Home'.

Teachers will be encouraging you to take a strong sense of personal ownership in your learning and to commit to the long-term goal of building your understanding and skills, in focused, measurable tasks.

Embrace a 'growth mindset'; a belief that your abilities, knowledge and skills can be cultivated and improved through diligence, consistency and effort. The skills you learn are skills that are greatly valued by tertiary institutions and employers. You will be strongly supported by your teachers, but you will need to be self-motivated and make the most of this opportunity. Be creative and try not to let your confined

circumstances unsettle your peace. Find the opportunity in the difficulty instead of the difficulty in the opportunity. Self-motivated learners cannot be deprived of education by circumstance. These learners are proactive in finding new ways to learn even in the 'cracks' of life. This is the kind of attitude to learning that we hope characterises all Carey students.

**Secondary Principal,
Mr Brenden Gifford**



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What to Expect

Timetable

Students will follow their timetable as it appears in SEQTA Learn. Homeroom attendance will be taken at 8:35am.

Following Homeroom, you'll be invited to connect with your class teachers at the start of each session to have your participation recorded. Teachers will provide you with a digital link to do this, which will appear in your SEQTA Subject cover page.

The Homework/Prep/Assessment/Study Skills classes and Wednesday House sessions will be times for students to work independently. Staff will be meeting during these times. After two weeks of this approach, the timetable will be reviewed and optimised if necessary.

Teachers will use your timetable to schedule learning tasks, projects and when appropriate - live (downloadable) video sessions for you.

If you are ill, your parent or guardian needs to contact absentees@carey.wa.edu.au as they would normally do.

Learning Tasks

Your teachers will use SEQTA as the primary learning platform, but may also utilise other Apps and programs with which you will be familiar. Not all teachers will run their learning activities in exactly the same way, so it is important that you reach out via Direqt Message to ask questions if you are unsure. The usual Direqt Message protocols apply: your teachers may take 24-48 hours to respond as they have multiple students and classes to work with. Teachers will not usually respond to messages over the weekend.

Assessments

Check when assessments are due, and work to those deadlines. Any online assessments will be added to your list of assessments.

Avoid emailing files to your teacher. Each teacher will advise you as to the way they would like you to submit your work either through SEQTA or Google Classroom. Keep your content organised in your Google Drive, saving things to the correct folders, appropriately labelling them. This will help you to remain organised and on top of your workload and will make the transition back to school easy.

- 1. Video Conferencing Etiquette**
Teachers will use video conferencing to enhance online learning. At all times you are expected to uphold the College values and the expectations set within the Student Code of Conduct (found on the inside cover of your Student diary). To enhance online learning for yourself and others, you are also expected to adhere to the following etiquette for engaging in video conferencing:
- 2. Be appropriately dressed.** When engaging in video conferencing with teachers and peers, dress in comfortable clothing that would be appropriate for a casual dress day at school. If you are inappropriately dressed a teacher will ask you to remove yourself from the conference to put on more appropriate clothing.
- 3. Be polite and respectful to peers and teachers.** A video call may seem more casual, but student engagement and communication will be expected to meet the same high standards as face-to-face interactions would at school.
- 4. Situate yourself appropriately.** Do not work in an isolated area. Find a quiet supervised location with a plain background when participating in a video call. This will enable you to focus on engaging with your teacher and peers. If for family reasons you must use a bedroom or study, we recommend leaving the door open. Make sure you do not have personal photos or items within the view of the camera you are using.
- 5. Use headphones or earbuds, preferably with a microphone function.** You will enjoy a better learning experience and it will reduce online echo.
- 6. Your teacher is likely to record video conferencing sessions.** If you have a concern about this, please alert your teacher before participating in the video call.
- 7. Before you join a video call, notify the others in your household.** Let your family know that any conversations they have nearby will potentially be overheard and recorded and that if they walk past your screen they may be seen by everyone in the video call.
- 8. Notify your teacher if you are unable to participate.** Just as you would be expected to let a teacher know if you are unable to attend a class or activity, the same will be expected for video calls (unless there is a known issue around network access).

9. **A video conference call is an online classroom.** If during a video call, you need to do anything for which you would normally leave class (e.g. bathroom), please disconnect completely from the video call. Reconnect when you get back.
10. **Avoid eating and drinking when participating in calls.** You should be focused on the learning and discussion taking place. Just as you would not eat and drink in class, you should avoid this when engaging online. You will have 5 minutes between lessons and your normal recess and lunch breaks to eat. You may have a water bottle with you during class time.
11. **Respect content shared by your peers.** Do not share outside of your designated classroom digital space, even within the school.
12. **Never share content from your teachers on social media or outside of College platforms.** Content does not belong to you, and you are required to respect the privacy of teachers creating content for your use.
13. **Be a good digital citizen.** Treat others with respect, kindness and consideration.

Online Safety

Do not accept invitations to join digital platforms or groups unless you recognise your teacher's email address.

If you experience any kind of online bullying or negative behaviour, reach out to your Homeroom teacher immediately - they will help you. Provide a screenshot if you can.

Ensure that you do not post your personal details or the details of others online in any forum. Immediately report any inappropriate behaviors or concerns to your parents.

Setting up your Workspace

- The positioning of furniture and equipment at a workstation directly impacts your posture, so ensure workstations are set up to meet your needs.
- Equipment and furniture need to be set up appropriately to minimise the risk of musculoskeletal injury from prolonged sitting postures.

Take Care of Yourself

Find a Balance

- As part of your normal school timetabled routine, use your recess and lunch times to move away from your screen and your school work.
- Whilst you will need to keep on top of your learning, you also need to take care of your wellbeing and find time to switch off and engage in leisure activities.
- Try to avoid unnecessary screen time. For example: take notes with pen and paper; make time to go outside and get some fresh air.

Wellbeing

- There are a number of ways to support your mental health during periods of self-isolation or quarantine.
- Remind yourself that this is a temporary period of isolation to slow the spread of the virus and that your effort is helping others in the community to avoid contracting the virus.
- Stay connected with your peers.

- Keep engaged with your church and social communities if they have moved online (eg., carey.online.church).
- Engage in healthy activities you find relaxing.
- Keep regular sleep routines.
- Try to maintain some level of physical activity; go for a walk and eat a balanced diet.
- Maintain a healthy balance by continuing to adhere to specific school hours and taking regular breaks.
- Be nice to your family, you're going to need their support.
- Have fun and enjoy this opportunity to learn in a whole new way!

Reach Out for Support

It is normal to feel uncomfortable, and being relatively isolated from your peers can have an impact on your wellbeing. Your teachers and the College's Pastoral Care team are always available to help if you feel overwhelmed or struggle to manage in this new situation.



FAQ.

Frequently Asked Questions

How will attendance be taken each day while I am learning from home?

At the start of every session, including Homeroom, your teacher will take the roll via Google Meet. The link for your Homeroom and all your different subjects will be in your Cover Page in SEQTA. As usual, the roll will be sent to Student Services and an automated text message will be sent to your guardian if you have not been marked as “present”.

If for some reason Google Meet is not working, you should take the initiative and send a Direct Message to the teacher who is taking the roll for that session to let them know you are online.

What will my lessons look like?

Key understandings, tasks and resources will be visible in your courses via SEQTA. In addition, your teachers may deliver video presentations. Your teachers will communicate the specific method of instruction via SEQTA in advance. Your job is to check SEQTA and to participate in the class activities set out by the teacher.

When will my lessons occur?

Even though you are learning from home, you are expected to work on subjects according to your usual timetable, unless there is an elective that has no work assigned or you have completed the day’s assigned work. This will help ensure you spend the required time working on each of your subjects during the day, and will also allow you to engage in interactive lessons with your teacher and peers.

What do I do if I have already completed my work?

This will be a perfect opportunity to catch up on some work for another subject or take the opportunity to be physically active. Don’t forget to exercise when you’re learning from home.

What do I do if I have trouble accessing my classes on SEQTA?

Contact your class teacher immediately so that the issue can be addressed promptly.

How will teachers know if I do my work?

Your teacher will direct you as to the method in which you are to submit ongoing work. They will know if you have not done your work. Teachers have a sixth sense!

I usually have an EA help me with my lessons. What happens for me now?

If you have an IEP, an EA will be allocated to stay in touch with you. Your EA will contact you regularly and be available to support you and help you with your questions, just like in the classroom.

Do I need to be seen during live video sessions?

No you don't. When engaging in a live video session online, you should join the session with your microphone muted and your camera off. The teacher may invite you to unmute your microphone or turn your camera on.

Will I need to wear my uniform for online video sessions?

As already indicated, students are required to wear appropriate comfortable clothing as expected for casual dress days.

How will teachers stop everyone from talking over the top of each other?

Before you join the live video session, mute your microphone. If you are asked to talk, your teacher will invite you to turn your microphone back on.

I find it distracting when other students have written chats online when lessons are happening. How can this be avoided?

You should only write questions for the teacher in the chat window. All writing should be related to the session. This will help prevent everyone from becoming distracted and make it easier to locate important information.

What happens if students ignore the teacher and do the wrong thing?

Students who fail to follow a teacher's direction in a timely manner or disrupt live video sessions will be dealt with in the same manner as in the classroom. Please refer to page 12 in your Student Diary.

What do I need to do at the end of a live video session?

At the end of a video session, you will be asked to hang up. It is important that you hang up from the session immediately when instructed so you can prepare yourself for the next session on your timetable.

What happens if my internet fails during an online assessment?

You should Direct Message your teacher as soon as possible. Your guardians are also expected to Direct Message your class teacher indicating that you experienced technical difficulties. Your teacher will contact you to make alternative arrangements where possible.

What happens about assessments?

Your teachers will be modifying assessments to make them more appropriate for the online learning that you are engaged in. Check when your assessments are due on SEQTA and ask your teachers for clarification if you are unsure.

Carey Attempt the Extraordinary



Carey
Baptist
College
Harrisdale

E info@carey.wa.edu.au
T (08) 9394 9111
F (08) 9394 9112
51 Wright Rd Harrisdale WA 6112
PO Box 1409 Canning Vale WA 6970
carey.wa.edu.au



Carey
Baptist
Church



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Baptist
College



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