



# ONLINE LEARNING GUIDE FOR STUDENTS AND PARENTS

## Overview

This information is to be used as a guide for parents to support students in online schooling.

Please note that online learning is **not the** same as classroom learning. Students are **not expected to sit for 6 hours each day** in front of their laptop or completing schoolwork.

Each learning area is different and has adopted a teaching platform that best suits the subject area being taught.

## The Online timetable

The structure of your child's regular school timetable will remain in place to allow for teachers to run online lessons during their allocated periods. These will not take place every period, but likely be scheduled once a week. Students may make contact with their teachers via the platform being used during normal class times with questions and to seek clarification relating to their learning material.

*For example, if Period 2 on a Monday is designated on SEQTA as a Year 11 English General class then no classes can be scheduled for a student in that class but English with their teacher.*

Staff will contact students to advise which period has been allocated to an online lesson. The structure of the online lesson will look different for individual teachers, year groups, subjects and topics.

Some examples are (but not limited to):

- A teacher may deliver a voice over a PowerPoint for the beginning of the lesson and then be available for questions in a collaboration space.
- If students are working on an extended task, teachers may be available during the timetabled time to answer questions.
- A lesson may be delivered through Microsoft Teams, requiring student participation.

The remainder of the learning will be self-paced and again will vary between individual teachers, year groups, subjects and topics. The time required to complete the assigned tasks may vary depending for individual students.

Some examples of self-paced activities are (but not limited to):

- Ongoing project style work
- Worksheets embedded into the platform being used
- Set reading
- Answering questions from textbooks.
- Practice tests and other forms of formative assessment.

## Online Etiquette

The teacher will invite students to participate in an online lesson. Refer to the "[Ready to Learn at Home](#)" flyer about online behaviour expectations. [CSHS ICT Acceptable Use Policy](#).

Teachers will be taking note of engagement in all aspects of online learning. This includes participation in online classes and completion of set work.

## Teaching and Learning Programs

Learning Areas may adjust Programs as necessary to adapt to online learning, these will be placed on SEQTA when updated.

## Learning Intentions

Weekly learning intentions will be shared to students through the faculties chosen platform.

## Parents contacting teachers

Teachers can be contacted via their school email.

If a parent has curriculum questions they should first contact the teacher.

Parents with pastoral care concerns, should contact the student's House Coordinator or Head of Year.

## Some tips for your day

Before school	<ul style="list-style-type: none"><li>• Nutrition! Eat a nutritious breakfast. It can be easy to slip into snacking habits.</li><li>• Morning exercise. Start the day with a family walk, walking the dog or riding your bike.</li></ul>
Start of school	<ul style="list-style-type: none"><li>• Check the notices on SEQTA.</li><li>• Use this time to check your timetable and have everything ready for the day's learning.</li><li>• Write down a plan of your day's learning activities and note when you are meeting for online lessons.</li></ul>
During the day	<ul style="list-style-type: none"><li>• During the day you should work according to your timetable, including taking recess and lunch breaks.</li><li>• You will also have a short break in between periods. That might be a good time to stand up and stretch.</li></ul>
School life balance	<ul style="list-style-type: none"><li>• Create balance between family time, wellbeing activities and learning.</li><li>• Have a virtual catch up with your friends.</li><li>• Practice mindfulness and kindness</li></ul>

## Supporting students with ICT

The service ICT Staff can offer is limited to e-mail and some telephone support depending on what issues students are experiencing. This support is limited only to the services provided by the school. If the ICT staff deem the issue to be out of this scope (example; internet connectivity issues at home) they won't be able to assist.

If students have questions relating to ICT at the school, they need to fill out the [ICT Contact Form](#) and a member of the ICT team will respond by e-mail or phone.

Issues around username and password can in most instances be resolved by using the School's identity manager service. This is available at <https://identity.churchlands.wa.edu.au:4454/>. As long as your child has registered with identity manager, they should be able to unlock their account if necessary and update their password if needed. Instructions on registering for identity manager are available on the SEQTA (student) home screen.

Most of the services required by students (e-mail, SEQTA, Office 365) can be accessed by clicking on the **Student** option top right of screen on the school website <https://www.churchlands.wa.edu.au>.

