

# LEARNING FROM HOME PROCEDURES



The following outlines the protocols and practices that are in place to both ensure the school is prepared for and has a smooth transition to learning from home in the event that the school is not accessible.



## Preparedness for “Learning from Home”

The vital components to ensure a smooth transition to ‘Learning from Home’ is ensuring resources are accessible, students are aware of how to access the resources and learning material, and everyone has the confidence to engage in online learning.

### Access to technology

Upon enrolment families will complete an [online survey](#) indicating the technology available within the home. This will be included in the enrolment pack as a printed form (Appendix 1) and entered into the survey via the enrolment officer. During the time of ‘learning from home’ details will be updated as families are contacted due to students not engaging with the work. In the event of learning from home, all efforts will be made to ensure all students have access to technology. Priority will be given to Stage 6.

### Using Sentral Student Portal

Sentral Student Portal will be utilised as the daily communication to all students.

Year 7 students will have demonstrated to them how to log onto the Sentral Student Portal during the introduction, expectations lessons conducted at the commencement of the year.

Parents and students can also access support videos and instructions on the [school website](#) demonstrating how to log onto the Sentral Student Portal.

### Confidence Using e-Learning Tools

It is important that both students and staff are regularly engaged in the use of online learning platforms to ensure knowledge currency, supporting a smooth transition to online learning. Students and staff are supported in the following two ways:

- Instruction sheets and videos are available on the school website and in the GTHS Teachers Team.
- Staff are expected to utilise their online learning platform for each class at least once every 4 weeks during normal school operation.
- Faculty Technology Champions will lead professional learning for each faculty supported by the Technology Team.

## Communication



### Students and Families

Students and families will be notified of the commencement of 'learning from home' through several means:

- Facebook
- Email to all students and parents
- SMS Message to all students and parents

Daily communication will occur to students by using the Sentral Student Portal. Regular updates will be provided to families using the methods listed above.

### Staff

Staff will be notified of the commencement of 'learning from home' via:

- Email and SMS

Staff will participate in a communication meeting held online via the GTHS Staff Team at 8.40am every Monday, Wednesday and Friday.

### Access to Technology

All efforts will be made to contact identified families who do not have access to technology. Laptops and internet dongles will be loaned to families booked through OLIVER, with priority given to Stage 6 students. Where possible all families will be supported for the provision of online learning to reduce the need for hard copies and parents needing to leave their homes during a period of lockdown. In the event that technology is not an option for a family, hard copies of all work will be made available.

# Timetable and Daily Routine

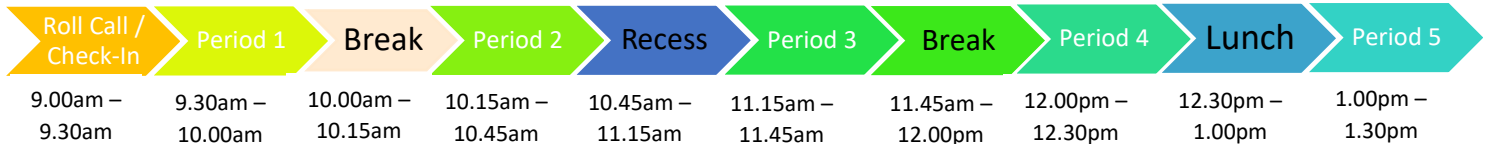


## e-Timetable

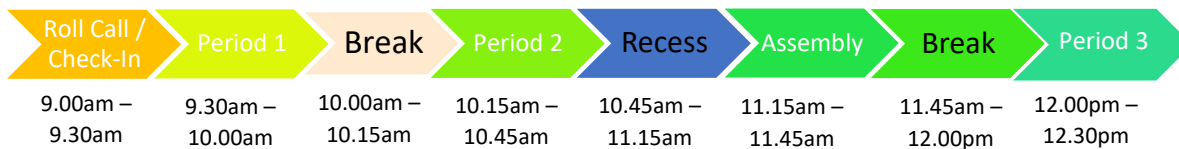
**Students will follow their normal timetable with the adjusted times.**

During the period times student can connect with their teachers, via email, Sentral Portal Messaging or teachers may publicise an online face to face meeting for the entire class. Teachers will be available to respond to the timetabled class during this time.

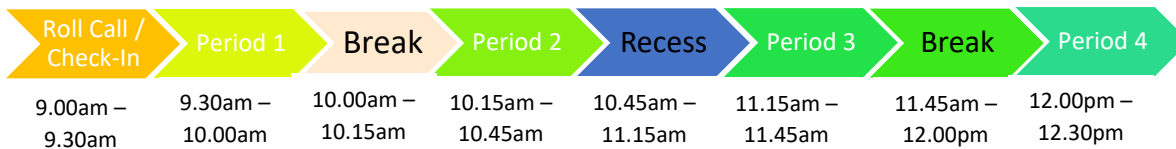
### Monday, Tuesday, Wednesday



### Thursday



### Friday



## Roll Call / Check-In

At the commencement of each day students will:

1. Log into the Sentral Student Portal (Students must enter their password and log in each day. Do not leave your browser open at the end of the day as logging in marks you present for the day.)
2. Read any messages from teachers.

On Monday, Wednesday and Friday students will:

1. Complete the Wellbeing Check-In assessment.

## End of Day

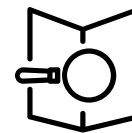
At the end of each day students will have the choice to utilise the time for the following activities:

- Catch up on incomplete work
- Participate in physical activity outside
- Assist with tasks around the home
- Engage in reading or hobbies

## Set and Submit Schedule

Teachers must upload work to the online platform being utilised and provide instructions within the Sentral Student Portal by 9am on the day indicated in the schedule below.

Students must submit the work by 3pm following the schedule below for the following week.



	Stage 4		Stage 5		Stage 6		Special Education	
<b>Monday</b>	Science	CAPA	HSIE	TAS Units	English		<i>Special Education teachers will work closely with their class to establish the most appropriate allocation of work.</i>	
<b>Tuesday</b>	English	ILSP	TAS	Science	CAPA Units	Maths		
<b>Wednesday</b>	Maths	Literacy	Elective (Year 8 Only)	English	ILSP	Science Subjects		PDHPE Subjects
<b>Thursday</b>	PDHPE		AVID	Maths	AVID	CAPA Subjects		HSIE Subjects
<b>Friday</b>	HSIE		Japanese (Year 7 Only)	PDHPE		TAS Subject		Work studies

Teachers will conduct a face to face online session at the next timetabled lesson after the setting of the work for clarifying questions from students.

## Hard Copy Materials

All efforts will be made to ensure all students have access to technology with the utilisation of school laptop banks. In the event that access to technology is not an option, hard copies of all work uploaded to online learning platforms will be provided. SLSOs will be allocated families who do not have access to technology. SLSOs will access Online Learning platforms, download, available work and organise for work to be collected from the school. Work is to be returned to the school prior to the submission date. SLSOs will scan and email completed work to the classroom teacher.

## Non-Submission of Work

Students who fail to submit work are to be recorded in Sentral. Staff are to follow the process:

1. Send message via Sentral messaging
2. Record details in Sentral
3. Make phone contact with home
4. Record details in Sentral
5. Refer to Deputy Principal via Sentral

## Student Wellbeing

### Wellbeing Check-In

Students will complete an online check-in survey at the commencement of Monday, Wednesday and Friday. Students will have the opportunity to ask for contact from the school counsellor and or year advisor and indicate how they are coping with learning from home. Students who do not complete the wellbeing check-in by 10am will receive a text message from the school. Students failing to complete this step by 12.30pm, will be contacted by the SLSOs and SASS staff, to ensure every student is known, valued and cared.

### Family Follow-Up

Students who do not complete the Wellbeing Check-in survey will be contacted by the SLSOs and SASS staff. Year Advisors or Counsellors will make contact with students who request contact. Teachers will follow the Non-Submission of Work process and refer students, via Sentral, to the Deputy Principals, for failure to engage in the set work.

### Whole School Assemblies

Whole School Assemblies will be conducted during normal assembly time on Thursdays via a Zoom link posted to all students through the Sentral Student Portal. Assemblies will be kept positive with encouraging messages from staff.

## Staff Wellbeing

A variety of staff wellbeing activities will be held both at school and online throughout the learning from home period including physical activity, theme days, cafes, online trivia challenges and a range of other activities. Head Teachers are encouraged to check in regularly with their staff to ensure they do not need support. Staff are regularly reminded of the DoE supports available through the Living Well website and Employee Assistance Program.

## Student Attendance

### Roll Marking

Rolls will be marked daily based on the log on data from Sentral. Log on data will be checked against the Wellbeing Check-in survey and students reported as not completing work recorded through Sentral entries.

### Attendance Monitoring and Follow-up

Students who have not engaged in work for 3 days will receive a non-attendance letter. Deputy Principals will contact families via phone and SMS. Failure to engage in work for a period of 1 week will result in a Police Wellbeing check being organised.



## Appendix 1

# Technology Access Survey

This survey is used to ensure we have accurate information on how everyone will access school if we move to learning from home'. Your name and email will be recorded when you complete this form. Do not complete the form using someone else's logon.

\* Required

1. Surname \*

2. Given Name \*

3. Year level \*

Year 7

Year 8

Year 9

Year 10

Year 11

Year 12

4. Do you have access to the internet at home? \*

Yes

No

5. How would you access a web page when at home? (You can choose more than one option) \*

- Mobile Phone
- Laptop
- Gaming Console (Playstation, XBox, etc)
- Other

6. How confident are you in accessing a web page when at home? \*

0	1	2	3	4	5	6	7	8	9	10
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Not very confident  
confident

Extremely

7. Is the device you would use your own or shared with parents and siblings? \*

- My own
- Shared with other family members

8. Do you have a device that can access the internet if wifi was available? \*

- Yes
- No