



## Learning from Home

The following information is provided to assist you in establishing a work environment to support your study as you work from home. It is important to remember to be consistent in your approach to your study and settle into a routine each day to help you with this.

### Guidance for Students

- Set up your learning environment free from distractions and in a suitable location. When video streaming, make sure you do not have any inappropriate personal items on display.
- It is recommended, that when video conferencing, everyone should be framed from desktop height and above and the clothing worn should be suitable for an educational setting (being dressed in school uniform is not required).
- Be ready to learn by 8.45am. This means having breakfast, being dressed appropriately and having all the necessary resources ready.
- Log into SEQTA by 8.45 am and check any emails or direct messages from your teachers.
- Follow your normal timetable and session times as much as practicable. Not all classes will 'meet' live on WebEx each lesson but teachers will be available to students online at that time.
- All teachers will make clear the behaviours expected when corresponding with each other by email/SEQTA direct message and when video and audio conferencing. Conversations should be respectful and all online material appropriate.
- Take breaks and drink plenty of water throughout the day.
- Maintain a homework schedule.
- Complete and submit set work following the instructions of your teachers.
- Contact your teachers if you are experiencing any difficulties.

## **Guidance for Parents and Families**

Parents and carers can support their children's learning by:

- Helping to set up an appropriate learning space – see Learning Space Checklist.
- Helping children to establish a routine, using the normal school day as a guide.
- If possible, establish a quiet space with internet connection where your child will do their learning at home.
- Begin and end each day with a check in with your children. Questions to ask might be: What are you learning today? What support or resources do you need? Regularly check in with your child throughout the day.
- Expect communication from teachers during school hours (8:45am to 3pm). Be aware teachers may be communicating with hundreds of students and families.
- Monitor screen time. While teachers will use technology as a vehicle to deliver learning, children should have breaks from sitting at their screens.
- Encourage physical activity and exercise.

## **Communication**

Teachers will:

- Use WebEx for any video or audio conferencing.
- Email/message students to communicate work requirements, check on work progress and detail any work submission requirements.
- Email or message students and parents using SEQTA during normal school hours (8.45am – 3.00pm).
- Be arranging times during the normal class timetabled sessions to be available on SEQTA (or WebEx) for student communication throughout the week.
- Contact parents when work has not been completed.

Parent and students can:

- Email or direct message teachers.
- Communicate with class teachers during 8.45am – 3.00pm.
- Contact the College if you are having difficulty accessing the curriculum.