



**St Joseph's**  
**College**  
TOOWOOMBA

24 March 2020

Dear Parents

### **Online Lesson Delivery in the Event of School Closure**

I am writing to outline plans for the continued delivery of lessons in the event of an enforced school closure. In preparation for this event, we have developed guidelines and expectations for online learning for ourselves as educators and the students. Whilst the teachers are currently working extremely hard to ensure that we can provide the best online learning experiences for our students, this is only one side of the story. It is more important than ever that we work in partnership and that parents are reinforcing to students that a school closure during a term is NOT a holiday. This means that students are expected to engage with their learning, just as if they were physically at school and teachers and parents are expected to support our students in their learning. In working in partnership, we are confident that we can continue to provide excellent learning experiences for our students and your children.

#### **Online Learning Arrangements**

##### *Short-Term Closure (two or three days)*

In the event of a short-term closure, students will be required to participate in structured lessons through Canvas. Students are also expected to continue their learning by completing homework, revision and assignments, and prepare for ongoing assessment.

##### *Extended School Closure*

For a prolonged school closure, we have clear plans in place. The College will be utilizing our Learning Management System Canvas for delivery of online materials and assessment to students.

- Students are encouraged to follow their timetable when working online as much as possible.
- Students are to go into the Canvas Course for each subject to access the lesson. Lesson materials will be made available in Canvas before or at the beginning of their timetabled lesson.
- Teachers will provide lesson materials in a range of modes. We encourage our staff to find the best tools needed for the delivery of their content. However, all lessons will be accessed via the Canvas Course.
- Students who access Student Services will continue to be supported through Canvas and via email communication with the Student Services Team.
- Teachers will monitor student engagement through the use of online interactions and follow up with students and parents if any concerns arise about student participation in lessons.
- All assessment is to be submitted via Canvas.
- If a teacher has chosen to use Teams meetings as part of the lesson, students will receive an Announcement in Canvas and an email with Teams meeting link.

**Let's create your**  
**best future, *together.***





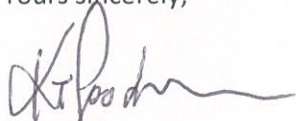
- At the appropriate time (the scheduled lesson time or time within the lesson specified by the teacher eg the last 15 minutes of the scheduled class time), students are to join the meeting by clicking on the meeting link in the Announcement or email.
- Students attending in real time on these meetings will be able to see and engage with the teacher via audio.
- During the meeting, students must adhere to the College Student Expectations (detailed below).
- At the end of the lesson, students are to “hang up” and exit Teams.
- In the event of prolonged school closure, the College will seek direction and advice from the QCAA about expectations for Year 11 and 12 courses and assessment.

We fully understand that this is a challenging time not only for the students and staff of our College but also for parents and in order to support you we have listed some suggestions on how to apply structure to this unstructured time.

- Create simple routines throughout the day to help kids stay focused academically. It is suggested that if possible, students follow their normal timetable.
- Foster independence in their work, so you don't have to take on the role of 'home school police.'
- Follow the normal school breaks in the learning – what about a game outside – running to let off some energy and improve concentration.
- Check your child can access *Canvas*, *Teams* and *OneNote* from home and knows what they are working on each day.
- Ensure that she/he has a quiet study space set up at home with access to Wifi.
- Remind your son/daughter to check his/her email regularly for updates.
- Encourage her/him to minimise distractions and to focus on one subject area and one task at a time.
- If he/she is unable to make progress in a topic, he/she should seek clarification via an email to his/her teacher and then move on to other study.
- Assist them to develop a study schedule to help organise their time effectively; the assessment calendar will help to prioritise commitments.
- Please note that a copy of the expectations for students during online learning follows this letter.

Finally, I would like to take this opportunity to thank the community for your continued support of St Joseph's College during these very challenging times. We look forward to continuing to work in partnership with our community as we endeavour to provide the best learning opportunities for our students.

Yours sincerely,



Kort Goodman  
Principal



## Student Expectations for Online Learning

Given the situation with the COVID-19 virus, the school might have to close; possibly for an extended period. All your teachers are working very hard to ensure that you have the best possible online learning experience. Your teachers, however, are only one side of the story.

**A school closure is not a holiday.** This means that during school hours (Monday to Friday from 8:30am to 3:00pm) you are expected to be engaged in your learning, just as if you were physically at school. People such as your teachers and your House and Curriculum Leaders will still be monitoring your progress and following up with you or your parents if they think you're not giving your best effort.

*This is what it means to be an engaged learner in the St Joseph's online learning environment.*

### Endeavour

- Engage in lesson materials for each timetabled lesson of each day you are learning online.
- During your timetabled YNWA lessons, undertake some recreational activities, eg read a book.
- Keep up to date with your classes and contact your teacher if you have any concerns about your learning.
- Participate fully in the online learning experiences such as Discussion Boards and ungraded assessment.
- Submit assessment **before or on the due date**.

### Respect

- Participate respectfully online.
- Use appropriate language and communication in online learning experiences.
- Show gratitude to those who are helping you in challenging circumstances.

### Dignity

- Your teacher may allow you to have access to the microphone or video during a lesson. At all times appropriate behaviour is expected.
- For Video Conferencing you are expected to present in respectable dress (e.g. no pyjamas, appropriately covered) and in an appropriate location (i.e. with consideration of what could be seen through video). Microsoft Teams allows you to blur the background of your video to ensure privacy and safety is maintained.

### Compassion

- Ask for help. Your Pastoral Care and classroom teachers are concerned for your learning growth and wellbeing.
- If you are experiencing difficulties, notify your class teacher.
- Reach out and help others. Our College prides itself on our welcoming nature. Please try to maintain these qualities in the online environment by helping your peers.
- Understand that this is a difficult and challenging situation. Teachers are working hard to provide consistency in your learning, and we will require your patience and understanding.

If you do all these things, we are confident you can be a great learner and set yourself up for success in the future.