



MURRAY BRIDGE  
HIGH SCHOOL

*PALAI NAMAWI ~ THE FUTURE IS OURS*

# At Home Learning Handbook

A guide for Students, Families & Staff

**23 July 2021**



Google for Education  
Reference School

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# RATIONALE

## Purpose

The purpose of this document is to outline the procedures for continued delivery of learning programs at Murray Bridge High School, in the event of short-term school closure. The aim is to:

- articulate clear processes and expectations for managing teaching, learning and wellbeing
- ensure continuity of learning for all students
- ensure integrity and fairness in assessment.

Murray Bridge High School teachers will utilise Google Classroom and Google Applications to allow real-time, authentic and rich learning for all students. Students and teachers will connect, collaborate and learn using online tools. All students will have the same opportunities to maintain continuity in their learning in order to achieve their best.

# LEARNING ENGAGEMENT & ATTENDANCE

## Online attendance expectations

- Students are expected to:
  - access their **Homeclass Google Classrooms** at **11.00 - 11.15am each day for DAILY HOME CLASS CHECK-IN**
  - enter the **Google Meet** for that lesson and have a conversation with their Home Class teacher and classmates (see [APPENDIX 1](#) for instructions)
  - *This is essential so we can help students with any concerns and a requirement for schools to confirm welfare*
- All students working from home that login at 11.00 - 11.15am will have attendance marked in Daymap: *Present*
- All students working from home that do not login at 11.00 - 11.15am will have their attendance marked in Daymap: *Unexplained*
  - Text messages will be sent to families at 12.00 noon each day for all students who HAVE NOT logged on and are therefore have an *Unexplained* absence
  - Families can contact MBHS attendance on **(08) 85319555** to explain absence
  - Ongoing non-attendance or engagement without the parent/caregiver making contact with school will raise a welfare concern requiring a mandatory notification, or if required, a welfare check
- If students have trouble logging in contact the MBHS IT Support on **(08) 85319550** for support

## Learning engagement expectations

- Students are expected to complete all work set in their Google Classrooms by their subject teachers for the at home learning period
- Students are expected to check their emails regularly during the day and act on direction of teachers
- Teachers will be available to assist students in real time for lessons as per the student timetable
- Parents/Caregivers are asked to support the progress of their student(s) learning at home and ensure they are safe online
- For further clarification of tasks/activities provided through Google Classrooms, the first point of contact is the subject teacher
  - Teacher email addresses can be found at the [MBHS Staff Directory](#)

# TEACHING & LEARNING

## Learning Delivery

- Teachers will be available to support students in their learning during the lesson times scheduled on their timetable using a mix of:
  - Google Classroom posts
  - Email
  - Google Meets for online live teacher-student conferencing
- Teachers are not expected to be available for live feedback and questions outside of these timetabled sessions
- Teachers will not expect students to be on their computer for the entire lesson time, but do need to complete the work set by their teachers by the due dates
- FOR YEAR 11 and 12 students ONLY, some teachers may schedule a live stream lesson.
  - Teachers will advise when a live stream lesson is scheduled at least 24 hours in advance
  - For any live stream lessons, all students must respect each other in any online conversations, just as you would in a face to face environment
  - Alternatives to video will be provided as some students may not be able to access this amount of data while at home (such as transcripts or audio)
- Please refer to [APPENDIX 2](#) for tips on how MBHS learners work from home.

## Assessment of Learning

In Australian Curriculum subjects, student progress is assessed through a folio based assessment, where teachers keep records of cumulative achievement by students against the Australian Curriculum Achievement Standards.

In SACE subjects, student progress is assessed against evidence submitted by students for each assessment type against the SACE performance standards.

Teachers will:

- post clear tasks and due dates in Google Classroom
- mark and publish results and feedback to each student

Students will:

- seek early help with tasks to clarify anything they are unsure of
- complete and submit assigned tasks to Google Classroom by due date

## DAILY TIMETABLE

Teachers will be available to support students at times as per their regular timetable.

NOTE HOME CLASS MOVED TO 11.00am

	Monday	Tuesday	Wednesday	Thursday	Friday
8:45-8:55	<i>GET READY FOR THE DAY</i>				
<b>Lesson 1</b> 8:55-9:50	1	4	3	6	2
<b>Lesson 2</b> 9:50-10:45	2				
10:45-11:00	Recess				
<b>11:00-11.15</b>	<b>HOME CLASS DAILY CHECK-IN ALL STUDENTS ACCESS HOME CLASS MEET</b>				
<b>Lesson 3</b> 11:15-12:00	4	7	1	5 (2)	Personal Development
<b>Lesson 4</b> 12:00-12:55	3			5 (7)	5 (3)
12:55-1:35	Lunch				
<b>Lesson 5</b> 1:35-2:25	6	5 (1)	2	7	3
<b>Lesson 6</b> 2:25-3:15	7	6	<i>Professional Development</i>	4	1

# TECHNOLOGY

## Digital Platforms

The following digital platforms will underpin the teaching and learning process:

- Google Classroom - for posting student lessons, learning materials and collaboration
- Google Docs, Slides, Sheets - for student work
- Google Meets for online live teacher-student conferencing (Year 11 and 12 ONLY)

All digital platforms are to be accessed by first logging into the [MBHS Portal](#) and selecting them from the list shown.

## Technology & Infrastructure

The following infrastructure is required for delivery of distance learning:

- All staff and students have access to a laptop device - a school Chromebook or their own
- Staff and students require internet access
- In the event that internet access is not available a solution will be negotiated with individuals

## Technology support

ICT support is available:

- A detailed source of information on using MBHS digital tools can be found at: [onlinelearning.mbhs.sa.edu.au](https://onlinelearning.mbhs.sa.edu.au)
- ICT Support button located on the [MBHS Portal](#) for staff and student ICT support requests.
- Support responses will be provided remotely via the [IT Support Portal](#) by ICT support staff.

# BEHAVIOUR

## Student Expectations

MBHS expectations for respectful and positive behaviour applies in the online school environment. The same consequences when these expectations are not met also apply.

- Students will communicate respectfully with their teacher and other students through classroom posts, emails and all other online interactions
- Students respect that teachers are **only** available during their timetabled lesson time for real time questions, feedback and live stream class support.

During online Google Meets live stream teacher support (via Classroom Google Meets - optional during regular lesson times) students are expected to:

- For all live stream discussions, all students must respect each other in any online conversations, just as you would in a face to face environment
- Actively participate in group discussions/collaboration
- Wait their turn to ask questions and don't talk over others
- Follow the direction of the teacher as they would at school
- All school behaviour expectations apply for online learning
- Students behaving inappropriately online will be removed from the live forums and parents/caregivers contacted as required

**Regular school consequences apply for all students that fail to meet the schools behaviour expectations.**

## Protective Practices

To ensure online safety of staff and students:

- all digital contact must only relate to teaching and learning or student wellbeing
- no sharing of personal internet locations, correspondence of a personal nature via social media, internet postings, or use of private online chat rooms or posts
- no uploading or publishing still/moving images or audio recordings of students to any location other than Google Classroom for that class



## WELLBEING SUPPORT

Students can access the Student Wellbeing Hub [wellbeing.mbhs.sa.edu.au](https://wellbeing.mbhs.sa.edu.au) via any computer providing they are logged on to their Google account. Here they can request support or access additional information.

Student referrals requested through the Student Wellbeing Hub will be taken very seriously.

- A referral will alert a member of our Wellbeing team who will contact your child as soon as they can, within normal school hours (8:45am - 3:15pm)
- If they are unable to contact your child a Welfare Check may be activated.

The Wellbeing team is available via email during normal school hours (8:45am - 3:15pm) should parents/caregivers have concerns about the Wellbeing of their child.

- Access wellbeing contacts and information at:  
[mbhs.sa.edu.au/student-support/student-wellbeing](https://mbhs.sa.edu.au/student-support/student-wellbeing)
- The Wellbeing team will communicate with all students they would normally see at school to check in - how often this occurs will be determined based on each situation.
- *Please note they will not be able to follow up any referrals outside of this time.*

# CAREGIVER CONCERNS - WHO TO CONTACT

## Initial Concerns

*Parent/Caregivers and students please contact:*

- Subject teacher - learning
- Home class teacher - engagement & wellbeing

## Ongoing Concerns

*Parents/Caregivers and students please contact:*

Student Pathways Leaders - learning and engagement concerns

- Year 8, 9 - Jared Daly, Ty Burkett, Nikita Hein
- Year 10 - Kara McLaren
- Year 11 - Aaron Pratt
- Year 12 - Brock Herdman
- Aboriginal Student Pathways - Lyndsee Frost
- VET Coordinator - Mel Bennett

Learning Area Leaders - subject specific concerns

- STEM (Science, Maths, Digital Technology, Agriculture) - Luke Starczak
- Global Perspectives (English, Humanities, Languages, EAL) - Paul van Deth
- Healthy Lifestyles (PE, Health, Outdoor Education) - Sarah Stephensen
- Tech Studies & Home Economics - David Berrresford
- The Arts - Alex McFarlane
- Students with disabilities and learning difficulties - Ben Young

Wellbeing Leaders - wellbeing concerns

- Student Wellbeing Leader - Louis De Michele
- Student Wellbeing Leader - Danika Mortimer

## Unresolved Concerns

*In the event that concerns cannot be resolved, please contact:*

- Assistant Principal Senior Years - Michael Pater
- Assistant Principal Middle Years - Kirrily Martin
- Assistant Principal Wellbeing & Engagement - Chris Braun
- Assistant Principal Inclusion and Diversity - Penny Conway
- Assistant Principal Entrepreneurial Learning - Roxanne Rowland
- Deputy Principal - Paula Haesy

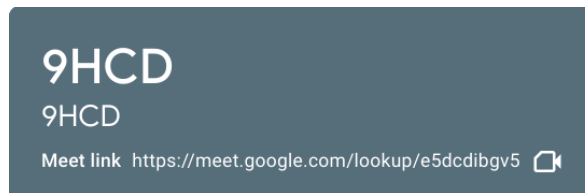
## APPENDIX 1 - ACCESSING GOOGLE MEET FROM HOME

To join a video session with your teacher watch this [video](#) first and read the instructions below.

**You will be required to do this at 11am every day for your Home Class.**

**All video sessions are recorded in the interest of safety.**

1. Go to [Google Classroom](#) and click on the class.
2. Click on the Meet link



- a. If you get an error page your teacher hasn't joined yet, refresh until it goes through.

**You can't create a meeting yourself.  
Contact your system administrator for  
more information.**

If you're joining a meeting from Google Classroom, wait for your teacher to join and then refresh this page.

Reload

Return to home screen

3. Agree to allow your microphone and video to be used if you are comfortable.
4. Join the meeting with:
  - a. your microphone off
  - b. if you are using video, your background blurred

# HOW MBHS STUDENTS LEARN FROM HOME

## GET READY FOR THE DAY

- Wake up at the time you would if you were attending school (preferably before 8.00am)
  - Complete some form of exercise
  - Enjoy a full and healthy breakfast
  - Check your Google Classroom, school emails and any other platforms that you are instructed to work from
- 

## YOUR LEARNING SPACE

- Your learning space should be tidy, comfortable and as quiet as possible
- Always be respectful of any shared spaces in your house

## YOUR CLOTHING

- Do not wear your pyjamas all day
  - Dress in neat, casual clothes when completing work
- 

## YOUR EQUIPMENT

- Ensure your device is ready and logged in
- Test all applications and platforms required to make sure they are working
- Have a pen and paper ready
- Use headphones if necessary
- Turn your phone on silent and move it away from your workspace to avoid distraction
- Remove any other distractions

## YOUR ETIQUETTE

- Be polite, appropriate and respectful in any language you use online, and as you would in person
  - If sending an email to a teacher, write it with an appropriate greeting and with correct language, grammar and spelling
  - Use school email address when contacting school staff
- 

## BEING PRODUCTIVE

- Manage your time efficiently
- Use your time for learning
- As required, complete any set work and submit it using the correct methods
- Spend time revising any items you don't understand and be sure to ask questions (by email or Google Classroom)
- Check your school email regularly throughout the day

## BEING HEALTHY

- Look for opportunities to be healthy
- Drink at least two litres of water every day
- Have a 10 minute break for every 60 minutes of work
- Have a healthy recess and lunch at the same time each day