



Murray Bridge High School

Excellence ♦ Respect ♦ Working together



Government
of South Australia
Department for Education

Continuous Learning Handbook

At School & At Home

Term 2

A guide for Students & Families

27 April 2020

Google
for Education

**Reference
School**

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RATIONALE

As a community we are in challenging and constantly changing times, it is up to all to responsibly play our part, remain informed and exercise respect for others and ourselves.

Purpose

The purpose of this document is to outline the procedures for continued delivery of learning programs at Murray Bridge High School, balancing at school and remote learning delivery for students. 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 continue to use 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 these tools. All students will have the same opportunities to maintain continuity in their learning in order to achieve their best.

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 online live teacher-student conferencing

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 - their own or a school Chromebook
- 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 will be provided:

- 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.

TEACHING & LEARNING

Lesson Delivery

Our lesson delivery and teacher contact arrangements are designed to balance timely support for students learning and recognise that most teachers support learning for over 150 students, with some students learning at school and some learning from home.

- Teachers will be available during scheduled lesson times using a mix of:
 - Some time delivering face to face instruction for at school learners
 - Some time spent emailing or posting to Google Classroom for at home learners
- Teachers will advise at home learners which lessons each week they will be available for live feedback
- Teachers will ensure online lesson material is posted at least 24 hours before the scheduled lesson
- Teachers will respond to outside of lesson student email or classroom requests within 2 days
- Teachers are not expected to be available for live feedback and questions outside of these timetabled sessions
- Students are advised to have a look at the lesson materials prior to the lesson, so they can use the time while online to ask questions, do collaborative work and connect with others in their class
- Teachers will not expect students to be online for the entire lesson, but may negotiate a specific time during the timetabled lesson times
- Teachers will advise when a live stream audio or video 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 [APPENDIX 1](#) for details on Music Lessons and Ensemble rehearsals
- Please refer to [APPENDIX 2](#) for tips on how MBHS learners work from home.

Lesson Materials & Instructions

The mix of the following learning materials may be available via Google Classroom, depending on the subject type:

- Learning program
- Assessment program

- content materials
- digital class notes
- photos of board notes
- assignments
- links to online activities (Stile, Mathspace, Code with Google, Noteflight, Soundtrap)
- collaborative documents
- quizzes & questions
- video links (Clickview, Youtube)
- teacher prepared instruction videos
- teachers audio and video live stream lessons, in some classes
 - **please note no student video will be permitted and these streams will be recorded and posted for other students in the classroom**

Students will be required to submit learning and assessment tasks via Google Classroom.

Timetable

Lessons will run according to student & staff Daymap timetables.

	Monday	Tuesday	Wednesday	Thursday	Friday
8:45-8:55	HOME CLASS				
Lesson 1 8:55-9:50 55 mins	1	4	7	6	2
Lesson 2 9:50-10:45 55 mins	2				5
10:45-11:05	Recess	Recess	Recess	Recess	Recess
Lesson 3 11:05-12:00 55 mins	4	5	1	3	7
Lesson 4 12:00-12:55 55 mins	6				1
12:55-1:35	Lunch	Lunch	Lunch	Lunch	Lunch
Lesson 5 1:35-2:25 50 mins	3	2	Personal Development	5	6
Lesson 6 2:25-3:15 50 mins	7		Staff Professional Development	4	3

ASSESSMENT

Formative Assessment - check and act

Formative assessment refers to a wide variety of methods that teachers use to check student comprehension, learning needs, and academic progress during a lesson, unit, or course. It can be thought of as continual assessment for learning.

Teachers will:

- use check for understanding activities to check student progress in their learning
- provide feedback during the learning to inform student of their progress (ie: verbal, drafting, quizzes)
- provide a weekly formative assessment activity for all students to do to check learning, understanding and engagement

Students will:

- complete learning activities as set
- act on feedback provided to improve
- seek further feedback or support as required
- complete weekly formative assessment activity

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

LEARNING ENGAGEMENT & ATTENDANCE

Engagement expectations

- All students are expected to:
 - access their Google Classrooms regularly throughout the week
 - complete a once weekly formative assessment activity
 - submit assigned tasks by the due dates
- All students **must** participate in the weekly Personal Development lesson on Wednesday afternoon
 - Rolls will be marked in Daymap for this lesson
- Each week teachers will record a Traffic Light indicator of student engagement and progress - this record will be emailed to all students and parents/caregivers on Tuesday morning the following week.
 - **Green** - engaged and on track
 - **Amber** - does not attend most lessons and/or has not attempted all learning or assessment activities
 - **Red** - does not attend any lessons and/or has not attempted any learning or assessment activities to satisfactory standard

Attendance expectations

- Parents/caregivers are to advise the school if their child will be learning from home
- Student **learning from home** are expected to record their login **each day** using our Engagement Check Google Form
 - this will be emailed to all students
 - If not completed, Daymap attendance will be changed to U - Unexplained
 - it is an expectation that parents/caregivers contact the school if they have nominated their child to be learning at home and they are not able to do their online learning due to illness
 - contact the MBHS attendance line on **(08) 85319555**
- Students **learning at school** have attendance marked in Daymap each lesson
 - it is an expectation that parents/caregivers contact the school if they are going to be absent for any reason
 - contact the MBHS attendance line on **(08) 85319555**
 - parents/caregivers will be contacted immediately for students who truant lessons

Engagement Follow Up & Concerns for student learning at home

Parents/Caregivers for students learning at home are asked to monitor the progress of their student(s) daily.

- Follow up for concerns about student progress in a subject will initially be undertaken by the subject teacher via weekly traffic lights
- Student Pathways Leaders will:
 - Track student engagement in learning across their subjects
 - Contact home for students persistently not engaging in learning activities across their subjects
- Ongoing non-attendance or engagement in online or on-site learning without parent/caregiver making contact with school will raise a welfare concern requiring a mandatory notification
- Should you wish to seek further clarification on tasks/activities listed in classrooms, the first point of contact is the subject teacher
 - Teacher email addresses can be found at the MBHS Staff Directory www.murraybridgehs.sa.edu.au/contact-us

BEHAVIOUR

Student Expectations

MBHS expectations for respectful and positive behaviour applies in the online 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 and feedback
- Breaches of our ICT use agreement in using school learning programs or devices will not be tolerated. Students who breach their agreement will be issued appropriate consequence as per our positive behaviour policy & procedure (refer www.mbhs.sa.edu.au)
- All school behaviour expectations apply for online learning at home
 - Students behaving inappropriately online will be removed from the live forums and parents/caregivers contacted as required
- Normal school rules and consequences apply for all students working at school.

Staff Expectations

Staff are expected to:

- ensure online lesson material is posted 24 hours before the scheduled lesson
- respond to outside of lesson student email or classroom requests within 2 business days, either by email or in their next scheduled class check in
- In the event of illness, teachers will let students know they are unavailable through Google Classroom.

Protective Practices

To ensure online safety of staff and students:

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

WELLBEING, PERSONAL DEVELOPMENT & PATHWAYS

Home Class & Personal Development

All students will participate in their Personal Development lesson each week:

- Lesson occurs each **Wednesday 1.40pm - 2.30pm**
- **All at home students** are to check in for lesson via Google Classroom Form and engage in lesson with at school students
- This lesson will be used by the teachers to provide:
 - Year level and wellbeing information
 - Teach and support Personal Development including Child Protection Curriculum learning program
 - Support in development of each student's e-portfolio of learning
- **Daymap rolls will be marked for all students for this period**

Wellbeing support

All staff will record wellbeing, other concerns & follow up action as per usual process.

Wellbeing Leaders will:

- be available for consultation and referral of students at risk via email
- will monitor and respond to student Wellbeing hub queries wellbeing.mbhs.sa.edu.au
- ensure every Google classroom will have a direct link to Wellbeing Hub including information for students and referral online
- EDGE program will continue to offer support, continue communication with students and work with parents/caregivers
- Please refer [APPENDIX 3](#) for further information about how students can access wellbeing support at home.

Pathways support

Our student pathways planning and support will continue. Student Pathways Leaders and our Vocational Education team will:

- be available to discuss students pathways and career support via email
- will regularly email careers and university information and opportunities to students and families
- will regularly update careers and pathways information at our dedicated website careers.mbhs.sa.edu.au

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 - Ty Burkett
- Year 9 - Jared Daly
- Year 10 - Kara McLaren
- Year 11 - Melanie Bennett
- Year 12 - Brock Herdman
- Aboriginal Student Pathways - Lyndsee Frost

Learning Area Leaders - subject specific concerns

- STEM (Science, Maths, Digital Technology, Agriculture) - Luke Starczak
- Global Perspectives (English, Humanities, Languages, EAL) - Kirrily Martin
- Healthy Lifestyles (PE, Health, Outdoor Education) - Josh Coulter
- VET, Tech Studies & Home Economics - Roxanne Rowland
- The Arts - Alex McFarlane
- Students with disabilities and learning difficulties - Ben Young

Wellbeing Leaders - wellbeing concerns

- Student Wellbeing Leader - Chris Braun
- Student Wellbeing Leader - Leah Waye

Unresolved Concerns

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

- Director of Curriculum - Michael Pater
- Director of Wellbeing & Engagement - Darren O'Connor
- Director of Inclusion and Diversity - Penny Conway
- Director of Entrepreneurial Learning - Tiahne Wareing
- Deputy Principal - Paula Haahes

APPENDIX 1 - MUSIC PROGRAM

Instrumental Music Lessons

Some students will be attending 30 minute Instrumental Music Lessons

- Students will be advised when their lesson is scheduled
- At home students that are attending Instrumental Music Lessons will need to log out of their Google Classroom 5 minutes before their lesson commences

Ensemble Rehearsals

Some students will be attending Ensemble rehearsals:

- Drumline - Monday 12:45 - 1:30pm
- Vocal Ensemble - Thursday 12:45 -1:30pm
- Guitar Ensemble - Friday 10:30 - 11:00am
- At home students that are attending Ensemble Rehearsals will need to log out of their Google Classroom 5 minutes before their rehearsal commences
- Concert Band 1 & 2 will continue during Wednesday PD lesson time

APPENDIX 2 - LEARNING FROM HOME: TIPS FOR STUDENTS

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

APPENDIX 3 - STUDENTS ACCESSING WELLBEING SUPPORT FROM HOME

Students can access the Student Wellbeing Hub wellbeing.mbhs.sa.edu.au via any computer providing they are logged on to their Google account. If students require extra support they can complete a referral found at the bottom of the page.

Student referrals 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 to speak with you or your child during normal school hours (8:45am - 3:15pm) should you have concerns about the Wellbeing of your child. You can call the front office on (08) 85319500. *Please note they will not be able to follow up any referrals outside of this time.*

If you require assistance outside of school time (between 3:15pm- 8:45am) please refer to the external support services list at www.murraybridgehs.sa.edu.au.

The Wellbeing team will be calling all students they would normally see at school to check in. How often this occurs will be determined based on each situation.

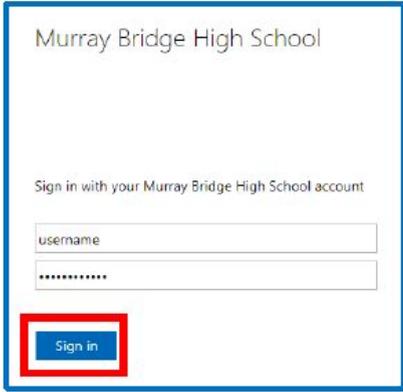
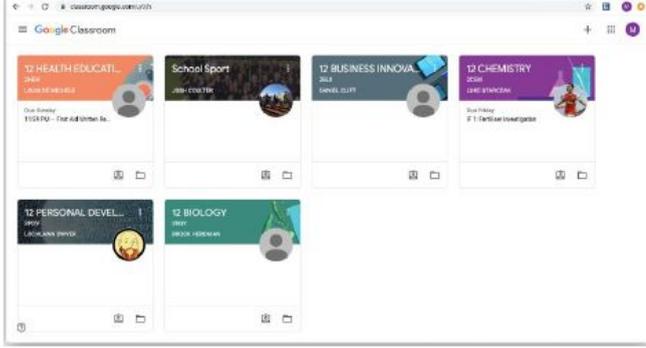
The Wellbeing team has provided various support resources for you to access regarding managing your children at home. These are also available at: www.murraybridgehs.sa.edu.au.

APPENDIX 4 - ACCESSING GOOGLE CLASSROOM FROM HOME

Murray Bridge High School
Accessing Google Classroom

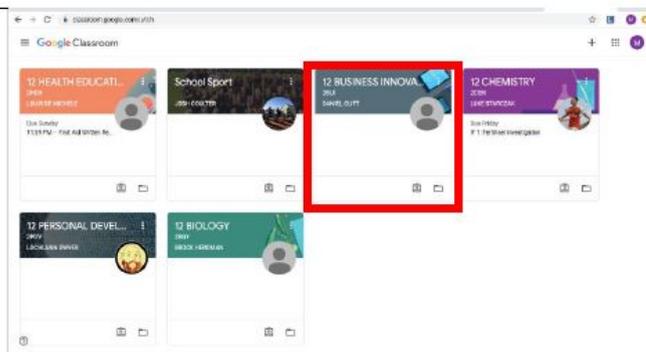


Google Classroom is accessible from anywhere. Staff are posting all teaching resources to allow for continuous learning.

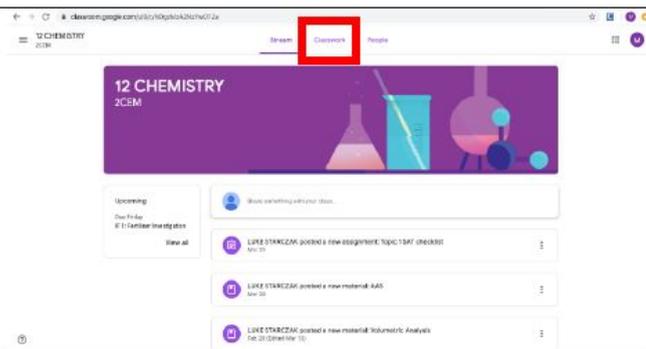
<ol style="list-style-type: none"> 1. Go to https://portal.mbhs.sa.edu.au and select the Google Classroom Tile 	
<ol style="list-style-type: none"> 2. Your student can enter their MBHS username and password. If your student has issues logging in, please send an email to support@mbhs.sa.edu.au 3. Click Sign In 	
<ol style="list-style-type: none"> 4. A similar screen to this will appear with the student's classes 	

Accessing classes

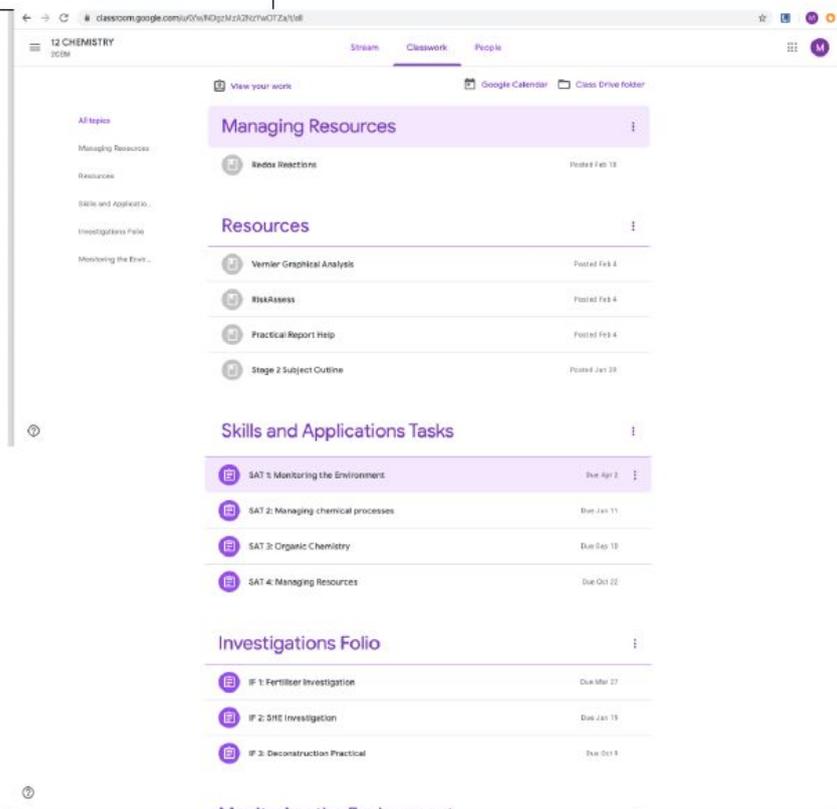
1. From the home screen of Classroom click on the class you wish to access



2. This will open the *Stream* page for the particular class. This is similar to a Facebook feed of what has been posted for the class.

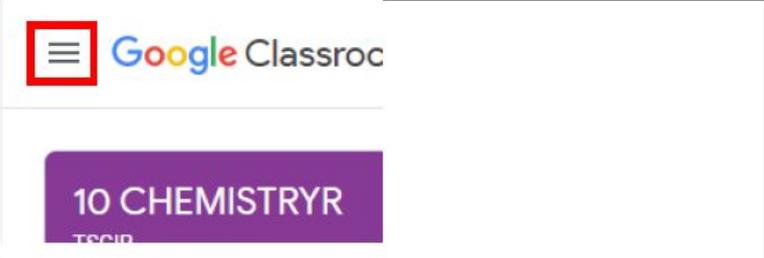


3. To see an organised view of all assignments and material posted for a class, click the **Classwork** button. This will open a page similar to the image below. Each assignment or material will include instructions on what to do.



Seeing tasks to complete for all classes

1. Click the 3 lines at the top left of the page



2. On the menu that appears click on **To-do**

A page similar to the image below will appear with a summary of work to complete for all classes

