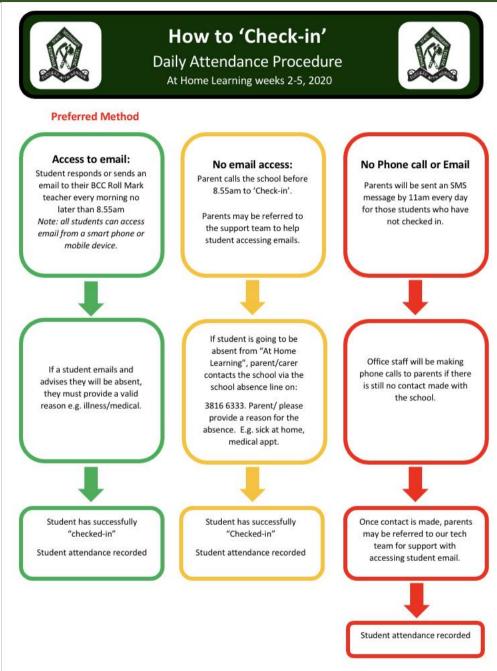


Learning at Home Years 7-10 Term 2, Weeks 1-5 Working in an Online Environment

LOGGING ON AND RECORDING ATTENDANCE AT SCHOOL



- Students need to log onto emails and eLearn platform by 8:45am each day
 - Each student has an official school Outlook email account which can be accessed on all devices and platforms. The email account of any user is their school username followed by @eq.edu.au
 - o For example, a student's login is jbieb14 and their email is: jbieb14@eq.edu.au
 - Students can access their Outlook email account at webmail.com.au
- Students have received their timetables via email.

CONTINUITY OF LEARNING FOR STUDENTS

- Learning activities for each student's subject will be posted in the eLearn Virtual Classrooms for Students. How to access guide is on our website at the link below: https://bundambassc.eq.edu.au/calendar-and-news/news/online-learning
- Students can utilise the discussion board in eLearn and Emails to ask teachers questions and seek clarification Teachers will respond to these during your class's timetable allocation during 3 x 70min Timeslots throughout the week.

IT ACCESS ISSUES – eg I can't get on The Learning Place, technical issues with computer

- IT support staff will be at school on Monday to assist with any concerns you may have. They can be contacted on:
 - o dwell86@eq.edu.au
 - o tturn74@eq.edu.au

HOW PARENTS CAN SUPPORT STUDENTS (IF LEARNING @HOME)

Before Term 2, Week 1:

• **Establish an appropriate place** in the house where you student can learn. If possible, avoid living rooms where other distractions can occur eg. noise from TV, gaming consoles, mobile phones etc.

Every Monday:

 Ensure students have accessed their school email and eLearn classrooms every Monday morning by 9am to access their weekly learning instructions for all of their subjects.

Every Day:

- Ensure students have sent attendance email to their BCC teacher every school day before 10:00am (as this is how attendance will be recorded).
- Assist your student/s to **establish and stick to a routine for learning**. Make sure there are breaks for **morning tea**, with a timely return and a break for **lunch** as well as **movement breaks** during the time they are learning.
- Encourage your student/s to **communicate with their teachers**. It is suggested they **check** their **emails daily** as they may receive updates or feedback about submitted work.
- Encourage students to communicate with their teacher via the subject Discussion
 Board for their subject. Teachers will be available for contact during their normal timetabled lesson times on this discussion board check your student's timetable for these times!
- If parents have questions and require further assistance, please contact the classroom teacher in the first instance. A comprehensive list of contacts is located on the schools webpage at https://bundambassc.eq.edu.au/our-college/our-staff including contacts for wellbeing support services (Guidance Officer, YSC,CEC, Nurse) and IT support staff.

IMPORTANT CONTACTS

•	For any learning questions please contact your classroom teacher via email contact
	list is located on school website https://bundambassc.eg.edu.au/our-college/our-staff