

Online Learning Advice to Students in the Secondary School: some further information

Lesson Delivery:

- Instructions for learning will be provided online for all subjects on *SEQTA* including lessons, assessment tasks and resources.
- Lessons will be delivered by teachers to students as per their timetable. Teachers are expected to be online and available to students for contact during timetabled lesson times unless on the rare occasion personal circumstances preclude the teacher from doing so. If a teacher has been unable to be online during the timetabled lesson they need to have provided feedback to student on the work they have completed within a 24 hour period.
- Students are expected to be online during timetabled classes unless personal circumstances such as being the primary carer of young siblings, on the rare occasion precludes them from doing so. If a student has been unable to be online during the timetabled lesson they need to notify the teacher and complete the work within a 24 hour period.
- Teachers will indicate to students what needs to be completed before the end of a lesson.
- Not all work will be completed by students online. For example, students could complete work in paper workbooks and then photograph and upload to their OneNote.
- Teachers will make references to digital resources should students not have access to textbooks.
- Teachers will use other digital platforms students are comfortable with using to communicate with their students. For some this will be email and *OneNote* collaborative documents. For others, *Microsoft Teams*.

Assessment:

In response to continuing communication within and between Heads of Department, the Board of Senior Secondary Studies, the International Baccalaureate and the ACT Department of Education, we will be adapting and modifying assessment to suit the online environment. This means that:

- Every effort is being made to support your learning and assessment;
- A task may be rescheduled, you will be given notice of this;
- A task type may be changed from what was on the original unit outline, if this is the case, your teacher will give instructions in due time;
- Academic honesty expectations remain, Turnitin or similar will be used as directed;
- The normal extension/modification process will apply, overseen by HoYs;
- Where access to internet is problematic, you must keep you teachers informed;
- If you miss an on-line class the work will be made available via, *SEQTA*, OneNote or Microsoft Teams, as arranged by your individual teachers;
- If you know that you will be unable to complete an assessment task as set, you must contact your teacher and Head of Year as soon as you know that so they can work to make effective alternative arrangements if appropriate;
- If you miss assessment you must get in contact with your teacher as soon as possible and explain the circumstances so an appropriate alternative

arrangement can be put in place. Be aware documentation may still be required eg medical certificate.

- Completion of set work is important so teachers can adapt teaching to help you learn.
- AST – ongoing resources will be provided, with practices at home
- IB – IA's access to equipment will be negotiated to ensure that all students are supported

Feedback and Reporting:

Feedback between teachers and students is very important to inform teaching and learning.

Feedback will be not be provided to students via a phone call.

Feedback will be available through:

- Seeking and receiving feedback from teachers through the on-line platform operated for each class and or email;
- Continuous reporting via SEQTA so you know how you are performing throughout the semester.
- If a teacher notes after 2 lessons none or little engagement in the work they will contact the student.
- If this action fails to see an improvement in engagement, they will contact the parent via email or a phone call.
- The Head of Year will contact the parent if a pattern of non-completion of lessons is apparent.