



1 April 2020

Dear Parents / Carers

With the ongoing and rapidly changing situation we are currently confronted with, I wanted to assure you that behind the scenes the staff at Toogoolawah State School are preparing in a flexible and productive manner, ensuring your students' educational needs continue into the future. Below is information that will assist in getting ready for Term 2. Teachers will work with students and families in the first week to alleviate anxiety and provide consistency of message. Below is a flow chart of likely scenarios that will confront our staff and you as Parents / Carers when Term 2 commences on April 20.

## Alternative Learning Pathways for Toogoolawah State School

### Scenario 1

Over the holidays the situation improves and all students are allowed back to school. It will be classes as normal.

Parents who are, however, still not comfortable with the situation, will choose to have their students educated at home online.

In this scenario the same curriculum will be delivered at school face-to-face and at home via OneNote.

### Scenario 2

Schools are closed indefinitely and all learning is to take place off campus and at home, excluding the students of essential workers.

Those students will be set up at school to access the online learning.

Students and teachers will communicate via the OneNote.

There is detailed information about this in this email.

### Scenario 3

Students cannot attend school and have no access to devices or the internet.

In this case, teachers will prepare lessons for the upcoming week.

A staff member from Toogoolawah State School will deliver student work to homes on Monday morning and collect the work the next Monday.

Communication with teacher via phone.

## OneNote Access and Usage

Students will receive an email through their school email address from their teacher giving permission to access the OneNote learning space. The student usernames and passwords will be in their school packs to be collected on Thursday and Friday (more details below).

Once received and accepted, the student will have access to online learning and will be able to contact teachers and receive work to complete. Teachers will send an ongoing weekly schedule of work and be in contact with students throughout this period for support and guidance.

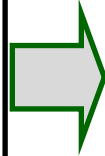
*Success through effort*



## Expectations for Online Learning

### TEACHERS...

- ⇒ Use OneNote Class Notebook as the principal platform.
- ⇒ Upload and share lessons and activities that students can complete online.
- ⇒ Upload links that students may use to further expand the task or thinking.
- ⇒ Monitor and provide feedback to students by using the platform communication tool.
- ⇒ Parents, teachers and students to communicate via EQ email.
- ⇒ Lessons will be linked to the current unit of work.
- ⇒ Teachers will differentiate lessons and tasks.
- ⇒ Lessons can be an introduction to a unit, consolidating past knowledge or skills or leading up to an assessment piece. This is to be driven by the individual teacher.



### STUDENTS.....

- ⇒ Use the platform to complete set activities and tasks.
- ⇒ Communicate respectfully to the teacher on the site using our PBL values.
- ⇒ Complete the lessons or tasks and send to the teacher.
- ⇒ Use the platform to improve knowledge and skills in English, Mathematics, Science, HASS and Digital Technologies.
- ⇒ Communicate in a time and manner as agreed with (or determined by) the classroom teacher.



### PARENTS.....

- ⇒ Be aware of the various learning pathways that students can access, e.g. online options, traditional methods (paper copy).
- ⇒ Communicate with the classroom teacher about the best learning pathway for your student given your circumstance.
- ⇒ Support the student learning by ensuring the learning is structured throughout the day to suit your circumstance. Support in small sessions with breaks and different activities.
- ⇒ When necessary, check in with the classroom teacher, before, during and after sessions using EQ email.
- ⇒ Staff will reply as quickly as possible but an immediate response may not always be possible.

*Success through effort*



## Student Materials Packs to be collected

Students will feel most comfortable with their own books and equipment, alleviating the need for you to purchase extra stationery and pens etc., so we are preparing Student Material Packs for each student.

The packs will be ready for collection on Thursday and Friday and will be placed in the library. The packs will include their Reading Eggs and Mathletics passwords, along with the student's username and password for email access. Our Teacher Aides will be there to welcome you and hand out packs for all your students. Collection processes will be in place to ensure your health and safety: our Aides will wear protective gloves; only one person at a time will be allowed in the library; and social distancing protocols will be followed as per the most recent advice. Please ensure that only one person from each family attends to collect the material packs, to adhere to the social distancing protocols.

As parents and carers you have already approved student access to sites that your teachers currently use. Should your teachers wish to use other sites, they will contact you with the details of the site and seek your approval.

I have attached a tip sheet to help guide you through At Home Learning.

We anticipate the first week to be challenging. We are committed to working together, with open communication, to solve any issues that might arise as we all learn to use a new mode of delivery. Communicate with your students' teachers via email if you have any problems.

Finally, please do not hesitate to call or email me, seeking information or clarification regarding your options. The situation is not ideal for all concerned, but the resilience and community spirit shown by the Toogoolawah State School community has been outstanding. Together we will get through this period and rebound stronger, always placing your students' education as our most critical work.

A motto we might consider given our circumstance is "SEPARATED BUT STILL TOGETHER".

Stay safe and healthy over the break.

Yours Sincerely

Garry Hutchinson

Principal

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