



**BLACKWOOD**  
**HIGH SCHOOL**  
Inspiring Achievement and Respect

# Online Flexible Learning

A guide for students



Government of South Australia  
Department for Education

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## Introduction

Due to the COVID-19 pandemic, Blackwood High School will move all student learning online at the start of Term 2, 2020. This will support students to continue their learning, whether they are learning from home or at school. This approach is known as flexible learning and will be a significant change for students, staff and families.

This booklet provides you with information about the expectations and procedures to support you with online flexible learning next term. Your teachers will continue to plan and design your learning to support you to be successful in your subjects.

All teachers will continue to use Daymap to record attendance, post class information, set and receive assignments and provide results and feedback to students about their learning.

Teachers will also use Microsoft Teams (MS Teams) and Webex to connect with students in real-time interactions.

Teachers and students will work within the MS Teams platform to connect, collaborate and learn in virtual spaces using appropriate technologies.





## Technology

You will require the following equipment to participate in your online flexible learning program:

- Direct access to a laptop or desktop device with speakers
  - A microphone is desirable, not essential
  - A webcam is optional, not essential
- Internet access
- If you are learning at school, headphones are essential.

If you are unable to access the required equipment, you will need to contact the school so we can negotiate a suitable alternative.

If you need ICT support to access your learning online you can:

- Use the help sheets which are available on the school website under the Flexible Learning tab. This should be the first action students implement for support.  
**<https://www.bhs.sa.edu.au/flexible-learning/>**
- Contact the ICT Support team at school by calling 82780920 or email: [helpdesk@bhs.sa.edu.au](mailto:helpdesk@bhs.sa.edu.au)
- Access Remote Support via MS Teams.

### Other Technologies

Staff and students at Blackwood High School are already working with a range of other technologies, applications and digital resources such as Education Perfect, Google Apps for Education, OneNote, Kahoot and many more.

If these are tools your teachers use to support your learning, you will need to check your ongoing access and notify the relevant teacher if an issue arises.

## Flexible Learning at Blackwood High School

To support students with their flexible learning program, teachers will connect online in real-time using MS Teams and Webex. This is called synchronous learning.

It is expected that all students will have at least two synchronous sessions with their subject teacher each week.

The remaining subject time across the week will be for students to continue with their learning. This will include accessing resources posted online and completing formative and summative assessment tasks.

You will still be able to access your subject teacher for support during this time, to ask questions, seek clarification etc however this will be through:

- MS Teams Channels
- Daymap discussion threads
- Email

This support is not in real-time and is called asynchronous learning.

Your teachers will use Daymap to communicate with you about which sessions will be synchronous (in real-time). It will be expected that you check Daymap daily.

You will also need to check emails and MS Teams so you can participate appropriately in your sessions.

Although online flexible learning allows for student learning to occur 24/7, teachers are not expected to make themselves available online, outside of the regularly scheduled school hours.

Your teachers will use a number of approaches to support you to be successful with your online flexible learning program. This will include:

1. Explicit teaching – teachers will clearly show students what to do and how to do it. The teacher will share the learning intentions and success criteria for the lesson and demonstrate what they look like. The teacher will check student understanding and, at the end of each lesson, review what was covered in the lesson and bring it all together. This may be through live video conferencing techniques or in the form of pre-recorded video tutorials, created by the subject teacher or other teachers.
2. Collaborative learning – students will contribute to and be part of the learning experience using the range of real-time opportunities and other online learning modes. This will allow students to have a voice in their learning and to contribute to the negotiation of roles, responsibilities and outcomes in their learning.
3. Self-regulated learning and practice – students will be provided with learning materials and resources to participate in self-regulated learning. This will require students to think about the learning process and their own motivations toward learning. Students will need to plan their approach to their learning, review progress made and check their understanding of key concepts and skills.



## Timetable

Minor changes have been made to the current timetable to maintain school routines however, Care Group has been moved to the beginning of the school day so that Care Group teachers can check in with the students in their Care Group each morning and support them to be ready for the school day ahead. Care Group will begin at 8:35am.

Lesson times have been adjusted slightly as a result, including a break between teaching sessions, to ensure students can take a break from their screens, disconnect from a session and connect to their next class.

	Monday	Tuesday	Wednesday	Thursday	Friday
8:35 - 8:55am	Care Group	Care Group	Care Group	Care Group	Care Group
9:00 - 9:50am	1	3	4	6	7
9:55am - 10:45am	2	3	4	6	7
10:45 - 11:05am	Recess				
11:05 - 11:55am	Extended Care Group	5	1	2	5
12:00 - 12:50pm	3	5	1	2	4
12:50 - 1:30pm	Lunch				
1:30 - 2:20pm	4	6	5	7	1
2:25 - 3:10pm	Staff Meetings + PL	7	2	3	6

Once the new term begins, it may be necessary to make further changes to the timetable structure to support our new online flexible learning model. Students will be informed by Daymap and email if necessary.

## Lesson Materials and Instructions

All students should have already taken home all learning materials from their lockers.

If you are attending school for your online flexible learning program, you will need to bring your learning materials to school each day and take them home at the end of each day.

Your teachers will provide the following learning materials, resources and information on Daymap for all your subjects:

- Course Outline
- Learning Intentions and Success Criteria
- Essential Lesson notes and Resources
- Homework requirements
- Summative assessment tasks and due dates including all required task sheets and assessment criteria
- Feedback on all summative assessment tasks
- Published results/grades to all students

## Assessment

You will be expected to submit your formative and summative tasks to Daymap.

To help you to be successful with formative and summative tasks:

- use Daymap to monitor, organise and plan for formative and summative assessment tasks, including homework expectations, and due dates. Keep a calendar of important dates somewhere visible
- actively participate in and complete formative and summative tasks and submit on time via Daymap
- act on feedback from your teacher to improve your knowledge, understanding and approaches to learning
- seek further support from your teacher as required but well before stated due dates.

All students are encouraged to use some form of secure cloud storage for their schoolwork, wherever possible. This will allow you to readily access work from any internet connected device and to share information and materials with your teachers.

## Supervised Assessment Tasks

A number of summative assessment tasks will be expected to be completed under supervised conditions.

The 'Student Declaration' form (see Appendix 4) has been created and attached for you and your parents/caregivers to complete and submit alongside any supervised task. The organisation and processes required for this type of assessment will be shared by the subject teacher if necessary.





### Strategies for Successful Learning

Students should ensure that they have an appropriate workspace, with all basic resources and materials within easy reach.

Try and position yourself in a quiet location in your home. If this needs to be your bedroom, consider the background of any video conferencing sessions to maintain your privacy. Organising your study space to ensure appropriate ergonomics is important. Refer to Appendix 2 for guidance.

Check your emails and Daymap at the start of each day, to ensure you are up to date with recent information from your teachers and the school.

Switch off any notifications from your social media platforms during school hours and ensure that your mobile phone is on silent and put out of sight, to avoid unnecessary distractions.

When engaging in synchronous learning you should:

- ensure that any notifications on your computer are disabled
- switch off your microphone and camera upon entering a meeting session
- use the available tools within the session to notify the teacher if you have a question
- actively participate in the learning by contributing to discussions, via voice or text chat, as well as responding to questions posed by the teacher.

You are still expected to follow all reasonable requests of your teacher, including meeting specified due dates for any tasks set. If you require an extension for a task, you are expected to contact your teacher to discuss your request at least 24 hours prior to the deadline, as per the BHS Assessment and Submission of Work policy.

While there may be some greater flexibility allowed in the early stages of our transition to online flexible learning, you are still responsible for monitoring and maintaining your assessment submissions within the allocated time frame.

It is important to maintain a simple and productive routine for your school week. This will ensure that you are adequately prepared to participate in your online learning programs.

Routine will also be an important part of your mental health and wellbeing throughout these difficult times. Having a daily routine can support you by:

- providing stability during difficult or turbulent times
- reducing your stress by reducing the number of 'things' you need to remember throughout the day
- helping you establish healthy and constructive habits
- helping you clarify expectations for the day(s) ahead.

A sample daily routine for the school week is provided in Appendix 3.

## Attendance

Student attendance will be marked for all synchronous and asynchronous sessions. All students are expected to log in and register their presence with the teacher. Students should be adequately prepared for each lesson so they do not need to leave the session for any reason.

## Culture of Respect

The 'Culture of Respect' at Blackwood High School applies for all online flexible learning experiences.

For synchronous (real-time) learning experiences you are expected to:

- join lessons on time using the appropriate technologies
- connect with your teachers and peers in a respectful and productive manner
- follow any protocols to support your participation as outlined by the teacher during the session
- actively participate in collaborative aspects, such as group discussions
- be in a designated study space for all live lessons
- ensure that the background of any video conferencing session is of an appropriate nature and does not disclose any personal materials that should not be shared with others
- wear appropriate clothing for all sessions which includes a school uniform or HPE uniform top for all synchronous sessions
  - students that are required to be present at school are expected to come in full school uniform
- take a break, away from screens, between lessons and for the entirety of any scheduled break times

For asynchronous learning experiences, you are expected to:

- respond in a timely and appropriate manner to all online discussion threads, questions and tasks, as requested by your teacher
- maintain peer collaboration and support by responding productively and supportively to posts made by other students
- always use appropriate language when posting online
- avoid engaging in any inappropriate behaviours such as spamming discussion threads or posting inappropriate content/ images and report any such abuse to your teacher.

Students behaving inappropriately online will be removed from the session and/or forums. Parents/Caregivers will be contacted as part of the normal school follow up process regarding student behaviour.



## Students studying on site at BHS

Students learning online at school will be expected to follow the usual high standard of expectations placed on all students.

This means:

- Arrive on time and sign in with the appropriate supervising member of staff. Please note that regular face-to-face teaching sessions will not be operating. This means that you will not have direct support/access to your subject teachers. This will only occur through the online Flexible Learning program made available to all students.
- Wear full school uniform, including all black shoes.
- Engage with your online learning program as per previously stated protocols and procedures.
- Bring any necessary learning materials to school each day and take them home each afternoon.
- Bring your recess and lunch each day. The canteen will not be open until further notice.
- Notify a member of staff immediately, should you begin to feel unwell.
- Observe and enact all specified personal hygiene and social distancing measures in and around the school, wherever possible.

If, for any reason, you feel unsafe interacting in the online learning space then you are asked to disconnect from the session immediately and to notify your parent/caregiver and/or an appropriate member of the Executive Leadership Team:

Principal

sharon.goldman@bhs.sa.edu.au

Deputy Principal

jason.loke@bhs.sa.edu.au

Assistant Principal

mark.flynn@bhs.sa.edu.au

Assistant Principal (Senior School)

ashley.robinson@bhs.sa.edu.au

Assistant Principal (Middle School)

sue.richards@bhs.sa.edu.au

## Wellbeing

### Care Group

All students will continue to participate in their Care Group. The Care Group timing and program has been changed to accommodate the online Flexible Learning model.

Your Care Group teacher will:

- establish a MS Team for your Care Group
- use Care Group sessions to:
  - provide Year Level information and communication
  - provide daily/weekly notices
  - check on your transition to online learning
  - check on your wellbeing
  - monitor your academic progress through regular 'learning progress checks'
  - provide pastoral care, support & referrals if required
  - monitor your Care Group's Teams channel for individual student consultation and support

You will be expected to actively participate in your Care Group each day.

Each week, your Care Group teacher will check on the progress of your learning. This will be done either during synchronous or asynchronous sessions.



## Where to get help

Term 2 will be a challenging time for all involved; a new way of teaching as well as a new way of learning. The Student Wellbeing Leaders are still available for meetings and times can be booked to meet with either Mr Winter or Ms Buesnel by contacting the Student Wellbeing Centre. These meetings will be hosted online, using the available technologies. Students will be notified of the meeting time and a secure link sent via email.

For any other concerns or queries, please contact your Care Group teacher in the first instance. They can follow up with the necessary member of staff to respond.



## Appendix 1 - Resources

Be You: **COVID-19 supporting educators, children and young people**

World Health Organization: **Helping children cope with stress during the 2019-nCoV outbreak**

Headspace (information for young people): **how to cope with stress related to Novel Coronavirus (COVID-19)**

Australian Childhood Foundation: **Staying connected with our children**

Australian Childhood Foundation (Kids News): **It's not all bad news; there is good news too**

Beyond Blue: **looking after your mental health during the coronavirus outbreak**

Beyond Blue (online forum): **coping during the Coronavirus outbreak**

The Australian Psychological Society: **advice about maintaining positive mental health during the outbreak**

**Black Dog Institute - Anxiety, Stress and Wellbeing**

**Michael Carr-Gregg has released a video on SchoolTV.me: Corona virus - a guide for parents**



## Appendix 2 - Ergonomics



## Appendix 3 - Sample daily routine

A suggested daily routine for students, to maintain their personal health and wellbeing, is as follows:

7:00am	Wake up	Setting and maintaining a daily routine for the school week is an important part of staying healthy both mentally and physically. Take care of personal hygiene, make your bed, eat breakfast and get dressed in appropriate schooling attire.
7:50 - 8:20am	Exercise	Get your heart rate going by going for a brisk walk, riding your bike, using home gym equipment or some other form of aerobic exercise. Exercise is an important part of both physical and mental health.
8:20 - 8:35am	Get ready to learn	Go to the toilet, fill your drink bottle with water and settle into your study area. Ensure that you have all necessary tools and materials ready to learn. Check that your computer and computer chair are set up ergonomically (see Appendix 4). Log in to Daymap and Microsoft Teams and review any information posted regarding your subjects. Turn off any social media and put your phone on silent and out of sight.
8:35 - 8:55am	Care Group	Connect with your Care Group teacher, engage in the ongoing Pastoral Care program and maintain healthy online social interactions with your CG peers.
9:00 - 9:50am 9:55 - 10:55am	Session 1 and 2	Actively engage in your learning programs, remembering to behave in an appropriate and respectful manner, as per the student expectations for online learning. Make sure to take the 5-minute break between sessions to stand up and move away from screens/technology to rest your eyes.
10:45 - 11:05am	Recess	Make sure you have something healthy for recess and drink plenty of water, consider sitting outside (weather permitting) to enjoy the fresh air and sunshine, remember to be sun smart! Go to the toilet before returning to session.
11:05 - 11:55am 12:00 - 12:50pm	Sessions 3 and 4	Actively engage in your learning programs, remembering to behave in an appropriate and respectful manner, as per the student expectations for online learning. Make sure to take the 5-minute break between sessions to stand up and move away from screens/technology to rest your eyes.
12:50 - 1:30pm	Lunch	Organise a healthy and well-balanced meal for yourself, along with another drink of water. Take a break from your screens and get some fresh air, stretch your legs, partake in a burst of physical activity to get your heart pumping again. Refill your drink bottle, go to the toilet and return to your study space in time to start session 5.
1:30 - 2:20pm 2:25 - 3:10pm	Session 5 and 6	Actively engage in your learning programs, remembering to behave in an appropriate and respectful manner, as per the student expectations for online learning. Make sure to take the 5-minute break between sessions to stand up and move away from screens/technology to rest your eyes.
3:10 - 3:30pm	Break times	Take a break, have a snack and drink plenty of water. Consider sitting outside (weather permitting) to enjoy the fresh air and sunshine, remember to be sun smart!
3:30 - 4:00pm	Learning consolidation	Review what you learned throughout the day, consolidate your notes and make sure you have accessed and downloaded any necessary resources. If you have homework, plan a time to complete this. Make sure to begin charging any devices that may need.
4:00pm onwards	Homework, Study and Personal time	Take a break and go and do something that you enjoy. Get a snack and a quick drink, then maybe get outside again for some more fresh air. Make some time to connect with your family and friends and have a healthy dinner. Complete any homework and/or assignment work that needs to be done. Put your devices on to charge and go to bed at a reasonable time to ensure you get a full night's sleep in preparation for the next day of learning.

## Appendix 4 - Assessment Declaration



### Supervised Assessment Declaration

Student Name:	Subject:
Teacher:	Assessment Date:

Assessment Requirements	Declaration	
Parent/Caregiver supervision available for the duration of the assessment	YES	NO
Assessment completed within allocated time limit	YES	NO

#### Student Declaration:

*I hereby declare that I have completed this assessment under the required conditions.*

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

#### Parent/Caregiver/Supervisor Declaration:

*I hereby agree that the assessment task was completed under supervision under the required conditions.*

Supervisor Name: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_