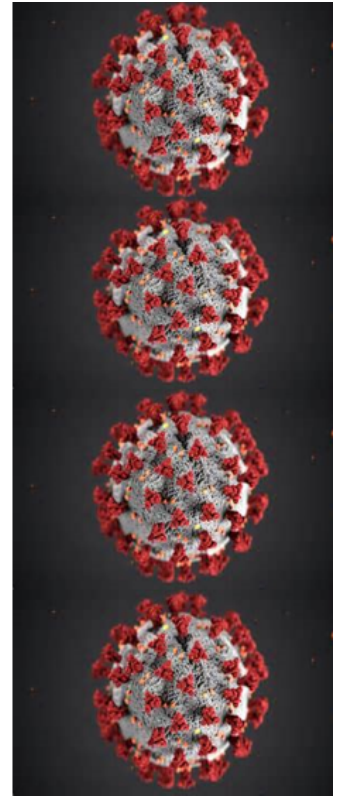




## Flexible delivery for continuation of learning

@ Aspley

where families and staff  
will jump in and out of the learning pit  
of flexible delivery  
and schools operations



# Aspley High's COVID - 19 Response

*Not for oneself but for all*

with respect, responsibility and cooperation

## Our Learning Continuity Plan for students and parents

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### Contents:

1. Background
2. Student responsibilities
3. How the learning is presented
  - 3.1 Virtual Classrooms
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  - 4.3 Plan B
  - 4.4 Plan C
5. Communication
6. @home help
7. Helpful links, resources and emails

# 1. Background

## Our Intention

We want to ensure that our students, families and staff are able to transition to these new ways of working with as much confidence as is possible in these unusual, trying and rapidly changing times.

We will:

- put the health and wellbeing of students and staff first.
- follow directives of government.
- be responsive to our local community within the directives of government
- communicate with you as quickly as we can and when we have the facts
- be flexible in our schools operations to support learning continuity
- Provide “flexible arrangements within a flexible delivery model” to give parents, students and teachers confidence that learning and work can proceed in the coming months. You will see this in the Plans – Perfect World, A, B and C.
- As we proceed into this flexible learning world, we will continue to develop our monitoring of engagement strategies to support families in keeping our students learning at home.

We have developed four flexible plans ([Perfect World, Plan A, Plan B and Plan C](#)) to support families in learning @ home. We understand that every context is different and we want to assure you all that our teachers know that the “perfect world” of learning is not a guarantee everyday. This is even more so when we have to rely on things that we can't control.

We trust that you will see our willingness to support many different at home learning scenarios. We are acutely aware that every child, home and family are different and have tried to develop our Learning Continuity Plan to support that.

## Our mindsets, attitudes and civility

We are proud to be a learning community that upholds the values of respect, responsibility and cooperation. Our school motto of “Not for oneself but for all” speaks to the response everyone has to have in the time of COVID-19.

Our expectations of growth mindset thinking and civility will not change in a flexible approach to learning. As the situation unfolds, we will provide support materials and update you on what these keystones of our community look like in the flexible delivery space.

We all need to be mindful that this is new territory for everyone and that we need to be patient and demonstrate civility in all situations, including our on-line communication.

## What we can control

We have prepared plans that account for things that we can and can't control. These contingencies should allow students to continue to engage in their learning during the many adjustments we all will have to make.

Our teachers will remain responsive to changing circumstances. Assessment dates will have to be adjusted within the parameters we are permitted.

### What we can't control

Some parts of our plan will be impacted by internet connectivity and traffic levels. We are not able to control your connectivity issues. We can only control the teaching and learning content of our flexible delivery.

We can't predict what each day will look like in the COVID-19 context.

Our plan is multi levelled (Perfect World, Plan A, B, C) so teachers, students and families can be flexible in the event of emerging issues.

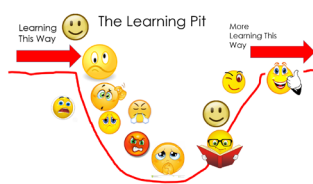
We can't predict what school operations will be.

We can't control the preparation each family does in response to our plans. We have designed our plans to be ready for most possible situations – except families not following the plan and our advice on how to get the plan done.

### Please remember

- Experienced educators know how difficult it can be to cause learning in the most perfect world
- As teachers, we have always had a perfect plan, then plan a, b,c. It is okay. We have learned to work between plans, *breathe and try again.*
- Flexibility in continuity of learning is the key. If you have to rearrange the day,night, weekend to get the best out of your learning, that is okay. Your teacher will understand. Just get the work done, communicate and *breathe.*

Some Aspley materials to support you, click on the icon.



# Flexible learning from home @ Aspley

- Students who do not have access to the internet have been provided packages for their Flexible Learning at home.

## 2. Student Responsibilities to be ready to learn and work@ home

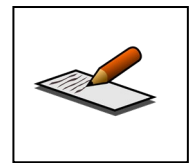
### Ready to learn and work

- a. You must have your passwords and log ins sorted. If you have forgotten your school password, use another address to email [studentpasswordreset@aspleyshs.eq.edu.au](mailto:studentpasswordreset@aspleyshs.eq.edu.au)
- b. If you have forgotten your Education Perfect password, go to EP and they will help you. Click on the icon.
- c. You must have [e-learning](#) sorted on your device. The logins and passwords for this are the same as for school.
- d. You must have your textbooks and novels and subject books
- e. You must take responsibility for your health and wellbeing. [website](#)



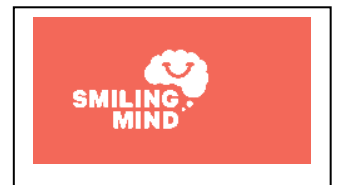
### Every day:

- You must have your [emails](#) read and responded to.
- Access your Virtual Classroom and do the work (you can adjust the times, see the plans that follow)
- Complete the work and communicate with your teacher as they expect in the virtual classroom.
- Reading – you should read at least 20 minutes a day
- Writing – you should start a journal and write in it everyday. You can use the [writing prompts](#) to help you.
- Exercise
- Consider your wellbeing. Perhaps using the [Smiling Mind](#) app will help



### Your own Plan A, B and C

You know your own home learning and working situation. We have provided the best guide we can to take into account all possible situations. Your family will have to be flexible in how you plan. This may even be a week by week proposition.



You should consider planning your week on the weekend before by:

- Downloading materials from the virtual classroom
- Checking Education Perfect
- Discussing what other people in the household have coming up and what adjustments are you going to have to make to be flexible.

# Flexible learning from home @ Aspley

## Learning is the work routines summary

### Your daily routines

- Get up to be ready to learn and work by 8.30 am
- Make sure you leave enough time to get your breakfast, your home duties and to check your daily plan (Perfect World, Plan A, Plan B, Plan C)
- Log into iCentre and check the notices
- Turn off the notifications on your phone and device
- Check your emails
- Implement your daily Plan (Perfect World, Plan A, B or c)
- Read for 20 minutes
- Write in your journal
- Exercise



### Your virtual learning space

- Be civil, polite and courteous in all your communication
- Only use your school email address when doing your @ home learning
- Remember that your teachers are not responsible for the internet speed, the frustrations of you forgetting your passwords or slow learning platforms. Use respectful and civil language when sending emails.

### Your physical learning space

- Keep it neat and tidy
- Be aware of your impact on others in shared spaces
- Remember to demonstrate appropriate hygiene practices in your physical space including wiping down the surfaces with disinfectant, using tissues and keeping your area ventilated.

### Your equipment

- Make sure you have installed all the programs you need.
- Make sure your device is charged
- Keep your timetable, textbooks subject books close for your virtual lessons
- Turn off the notifications during your lessons
- Turn off your phone and put it away from your learning area

## 3. How our learning is organised


### 3.1 Virtual Classrooms

- Each subject on the student timetable has a corresponding **Virtual Classroom**. You access the classroom from e-learning, The Learning Place's "eLearn" space (If you need to set this up, use this guide [e-learning guide sheet](#) )
- The course outline, three lessons for the week and links to other materials will be in each Virtual Classroom.
- Students should complete the timetable of lessons for each subject in timetable order (perfect world) or across the week (Plan A, B, C).
- Arrangements for submission of work, checking for understanding and tasks to complete will all be contained in the virtual classroom with links to other platforms as needed.
- These classes are administered by your classroom teacher and contain the content your classroom teacher expects you to learn and the work you are to complete.
- The content for these classes will be available on the Saturday before the Monday of that week.
- We advise students to consider downloading the materials during the weekend before in the event that the "perfect world" plan (see below) doesn't eventuate.

### 3.2 Textbooks and novels

Students should have their textbooks and novels. Perfect World, Plan A, Plan B and Plan C are used for the delivery of the Virtual Classroom materials alongside the textbooks

### 3.3 iCentre

- iCentre provides an incredible number of safe research and learning materials including access to **books, journals and data bases**. 
- Links to **Wheelers** will allow you to access books, magazines and journals.
- You will also find that course outlines and some learning materials for your child in the year level tab. This provides "back up" for Plan B and C.



### 3.4 Education Perfect

- Education Perfect has assigned and open content. Use these [EP access](#) details to see how you can activate your account. Log in by clicking on the icon.



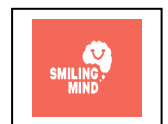
3.5 Education Queensland materials are only available for year 7-10.

This will provide you back up for Plan B and C

[Education Qld materials](#)

### 3.4 Reading and Writing

- You are required to read for 20 minutes per day
- You are required to create and write in a journal daily



### 3.5 Other platforms

Your teachers will provide you with other platforms including One Drive, One Note and you can access other [apps](#).

## 4. Plans

### 4.1 Perfect World Plan

#### **This is where the following conditions are in place:**

Emails (student and parent) have been checked and responded to in the timelines required

Student has their textbook and novels

Student has their log ins and passwords

Connectivity is strong enough for everyone learning and working from home

All platforms for on-line learning or working are coping with "traffic"

Each person learning or working from home has their own device

Each person learning or working from home has their own space

Each person learning or working from home has the right attitude and isn't procrastinating

The teacher will be following the timetable.

Everyone is "on time in real time" – out of bed and ready to learn and work

From week two, we will have a solution for Assembly

#### **This is what you will do:**

- Follow your timetable for the day, lesson by lesson
- Access the virtual classrooms for each of those subjects in the order they appear on your timetable
- You finish all the work
- On Thursdays, do the Pastoral Care lessons available in the year level classroom
- Go to Education Perfect and finish your assigned tasks
- Read for at least 20 minutes
- Write in your journal
- Exercise

#### **At the end of the day**

- All learning and work in every virtual classroom will be completed in the order of the timetable
- Your reading and writing will be done
- You should do your summary proficiency scale for each class

How is your learning going?

**4 I can teach this**

3 I can do this by myself

2 I need practice

1 I need help

# Flexible learning @ home @ Aspley

## 4.2 Plan A

### **This is where the following conditions are in place:**

You have downloaded the materials from the Virtual Classroom on the weekend before

You have downloaded "back- up" materials" from iCentre

Emails (student and parent) have been checked and responded to in the timelines required

Student has their textbook and novels

Student has their log ins and passwords

Connectivity is unstable for everyone learning and working from home

Platforms for on-line learning or working are NOT coping with "traffic"

You have your own device

Each person learning or working from home has the right attitude and isn't procrastinating

### **This is what you can do:**

- Change the order of your timetabled day to accommodate the problem you are experiencing
- Use the downloaded materials from the virtual classroom or iCentre
- Use your textbook and continue working
- Keep working on an assignment
- Do your assigned tasks in Education Perfect
- Do open content on Education perfect
- Read your English novel
- Read your reading for pleasure novel
- Write in your journal.
- Exercise
- Try on another device (try the apps we have recommended)
- Breathe and try to get on line again

### **At the end of the day**

- All learning and work in every virtual classroom will be completed
- You should do your summary proficiency scale for each class
- Your reading and writing will be done

How is your learning going?

**4 I can teach this**

3 I can do this by myself

2 I need practice

1 I need help



# Flexible learning @ home @ Aspley

## 4.3 Plan B

### **This is where the following conditions are in place:**

Emails (student and parent) have been checked and responded to in the timelines required

You have downloaded the materials from the Virtual Classroom on the weekend before

You have downloaded "back-up" materials" from iCentre

Connectivity is unstable for everyone learning and working from home

Platforms for on-line learning or working are NOT coping with "traffic"

You may be sharing devices and spaces

Student has their textbook and novels

Student has their log ins and passwords

### **This is what you can do in any order:**

- Change the order of your timetabled day to respond to the problem you are experiencing e.g. if you are sharing a device, plan a "split shift" to share it.
- Use the downloaded materials from the virtual classroom or iCentre
- Use your textbook and continue working
- Do your assigned tasks in Education Perfect
- Keep working on an assignment
- Do open content on Education perfect
- Read your English novel
- Read your reading for pleasure novel
- Write in your journal
- Try on another device (try the apps we have recommended)
- Breathe and try to get on line again
- Start learning a language in Education Perfect

### **At the end of the day**

- Some of the learning and work for the timetabled day will be done
- Other learning may have been completed
- Your reading and writing will be done
- You should do your summary proficiency scale for each class

How is your learning going?

**4 I can teach this**

3 I can do this by myself

2 I need practice

1 I need help

# Flexible learning @ home @ Aspley

## 4.4 Plan C

### **This is where the following conditions are in place:**

Emails (student and parent) have been checked and responded to in the timelines required

Passwords and log ins are not working

You may not have the textbook or novel

Connectivity is unstable for everyone learning and working from home

You are sharing spaces and devices

You may not have downloaded materials in time

This is what you can do:

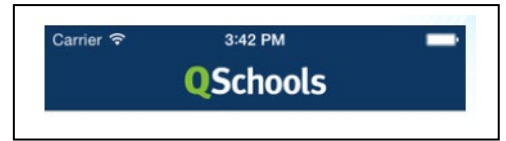
- Change the order of your timetabled day to respond to the problem you are experiencing e.g. if you are sharing a device, plan a “split shift” to share it.
- Keep working on an assignment
- Use the downloaded materials from the virtual classroom or iCentre if you have them
- Use your textbook and continue working
- Do your assigned tasks in Education Perfect
- Do open content on Education perfect
- Read your English novel
- Read your reading for pleasure novel
- Write in your journal
- Try on another device (try the apps we have recommended)
- Breathe and try to get on line again
- Start learning a language in Education Perfect

### **At the end of the day**

- Some of the learning and work for the timetabled day will have been done
- Your reading and writing will be done
- Other ongoing assignment work will be progressed

## 5. Communication

- There will be tools within the Virtual classroom for you to communicate with your teacher. They will link you to those in their lessons.
- Email will be the main form of communication. Please check for the appropriate email on the website.
- iCentre will host support materials for families
- [Q Schools](#) will provide updates and notifications
- The [Aspley High](#) website
- Support staff will be available through email.
- Students can organise to get school emails on their phone. Guide [Get school emails on your phone](#)



## 6. @ Home to help enact Plan A, B and C

Establishing and maintaining routines is very important in “normal” circumstances. It is even more important as we all come under increasing pressure and stress from the lack of certainty in our lives.

Each student should have a space that can be used as their “classroom”. If you don't have enough spaces, you can consider organising a roster where the spaces are shared across the day. Plan A, B and C will allow you to do that.

Everyone needs to take responsibility for communication. Email will be key to communication. Daily checking and acting on email is essential in the plans.

Know what you are expected to do in the day. Our plans give you guidance to follow. Your timetable and the Virtual Classroom lessons for that week set the minimum standard for what you have to follow.

Download the materials from the Virtual Classrooms the weekend before, during lower traffic times, to be prepared in the event of your household experiencing connectivity issues.

Expect to read for 20 minutes a day and to write in a journal each day.

Be ready to be flexible in your thinking about what the day might look like. Refer to our school plan (perfect world, Plan A, B, C) and be ready to adjust it for your own home and environment.

# 7. Other helpful links and help lines

## Teaching and Learning

[e-learning](#)

[Jacplus - learnON](#)

[Using Apple classroom](#)

[Course work apps](#)

[Clickview](#)



## On line safety

<https://www.esafety.gov.au/about-us/blog/covid-19-online-safety-kit-parents-and-carers>

<https://www.esafety.gov.au/about-us/blog/covid-19-protecting-children-online-abuse>

<https://www.thinkuknow.org.au/>

<https://www.smilingmind.com.au/smiling-mind-app/>

## Community Social distancing regulations

<https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert/how-to-protect-yourself-and-others-from-coronavirus-covid-19/limits-on-public-gatherings-for-coronavirus-covid-19>

## Mental Health and Wellbeing

<https://www.smilingmind.com.au/>

<https://www.health.qld.gov.au/news-events/news/how-to-look-after-your-mental-wellbeing-in-a-crisis>

<https://www.beyondblue.org.au/the-facts/looking-after-your-mental-health-during-the-coronavirus-outbreak>

<https://kidshelpline.com.au/>

<https://au.reachout.com/articles/10-ways-to-take-care-of-yourself-during-coronavirus>

<https://headspace.org.au/ehespace/>

<https://parentline.com.au/>

<https://aspleyshs.eq.edu.au/Supportandresources/Formsanddocuments/Documents/ISC/Coping%20With%20Stress%20booklet.pdf>

[https://aspleyshs.eq.edu.au/Supportandresources/Formsanddocuments/Documents/ISC/Digital%20Mental%20Health%20\(eMHprac\).pdf](https://aspleyshs.eq.edu.au/Supportandresources/Formsanddocuments/Documents/ISC/Digital%20Mental%20Health%20(eMHprac).pdf)

<https://aspleyshs.eq.edu.au/Supportandresources/Formsanddocuments/Documents/ISC/Coping%20With%20Stress%20booklet.pdf>

<https://aspleyshs.eq.edu.au/Supportandresources/Formsanddocuments/Documents/ISC/Youth%20Info%20Card.pdf>

## QLD Health

[website](#)

<https://www.health.qld.gov.au/clinical-practice/guidelines-procedures/diseases-infection/diseases/coronavirus/public-info-novel-coronavirus>

<http://conditions.health.qld.gov.au/HealthCondition/condition/14/217/838/novel-coronavirus>

## Government Social Distancing expectations

<https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert/how-to-protect-yourself-and-others-from-coronavirus-covid-19/limits-on-public-gatherings-for-coronavirus-covid-19>

## Financial support information

<https://www.dss.gov.au/about-the-department/coronavirus-covid-19-information-and-support>

## Education Queensland

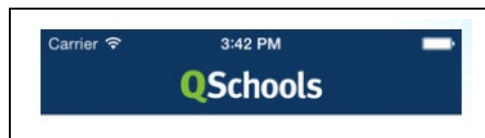
<https://qed.qld.gov.au/about-us/news-and-media/novel-coronavirus>

<https://education.qld.gov.au/students/student-health-safety-wellbeing/student-health-learning@home>

## [Queensland Curriculum and Assessment Authority](#)

## Other supports

DVConnect - <http://www.dvconnect.org/>

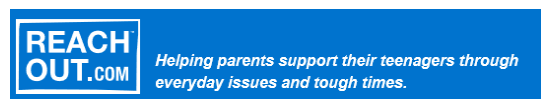


## Help lines

Womensline – 1800 811 811

Mensline 1800 600 636

Parentline 1300 30 1300



Australian Government  
Department of Social Services

# Flexible learning from home @

## Handy Email contacts

In most cases, you will need to contact the classroom teacher. Students have their teachers email addresses. These are additional contacts in the event you require support in some way. We are unclear as to how much of a telephone service we will be able to provide in the event of Flexible learning from home.

Who do you want to contact	Email Address
Request a password reset	<a href="mailto:studentpasswordreset@aspleyshs.eq.edu.au">studentpasswordreset@aspleyshs.eq.edu.au</a>
School based IT support	<a href="mailto:itsupport@aspleyshs.eq.edu.au">itsupport@aspleyshs.eq.edu.au</a>
English	<a href="mailto:english@aspleyshs.eq.edu.au">english@aspleyshs.eq.edu.au</a>
HPE and Sport	<a href="mailto:hpe@aspleyshs.eq.edu.au">hpe@aspleyshs.eq.edu.au</a>
Mathematics	<a href="mailto:maths@aspleyshs.eq.edu.au">maths@aspleyshs.eq.edu.au</a>
Learning Support	<a href="mailto:learningsupport@aspleyshs.eq.edu.au">learningsupport@aspleyshs.eq.edu.au</a>
Humanities, LOTE and Business	<a href="mailto:socialscience@aspleyshs.eq.edu.au">socialscience@aspleyshs.eq.edu.au</a>
Science and Edu Stem	<a href="mailto:science@aspleyshs.eq.edu.au">science@aspleyshs.eq.edu.au</a>
Arts – Dance, Drama, Music, Visual Art, Instrumental music	<a href="mailto:arts@aspleyshs.eq.edu.au">arts@aspleyshs.eq.edu.au</a>
Senior Schooling and Home Economics and Industrial Design and Technology	<a href="mailto:senior@aspleyshs.eq.edu.au">senior@aspleyshs.eq.edu.au</a>
Junior Secondary	<a href="mailto:junior@aspleyshs.eq.edu.au">junior@aspleyshs.eq.edu.au</a>
Chaplaincy	<a href="mailto:chaplaincyservice@aspleyshs.eq.edu.au">chaplaincyservice@aspleyshs.eq.edu.au</a>
Support and wellbeing team	<a href="mailto:supportservices@aspleyshs.eq.edu.au">supportservices@aspleyshs.eq.edu.au</a>
Guidance Officer	<a href="mailto:guidance.officer@aspleyshs.eq.edu.au">guidance.officer@aspleyshs.eq.edu.au</a>
Head of Year 7 and 8	<a href="mailto:7and8headofyear@aspleyshs.eq.edu.au">7and8headofyear@aspleyshs.eq.edu.au</a>
Head of Year 9 and 10	<a href="mailto:9and10headofyear@aspleyshs.eq.edu.au">9and10headofyear@aspleyshs.eq.edu.au</a>
Head of Year 11 and 12	<a href="mailto:11and12headofyear@aspleyshs.eq.edu.au">11and12headofyear@aspleyshs.eq.edu.au</a>