



Learning @ Home @ Aspley

Our plan for continuity of learning in **2022.**

Welcome Aspley Students,

Our continuity of learning plan has been prepared to ensure you have all the tools you need to continue learning through the disruptions we are expecting during this semester.

The most important thing for you to do, is to make sure you have accessed your emails, updated your access to the learning platforms and are ready to learn and work.

You must respond to the attendance survey each morning and your teachers will be taking a roll for every lesson.

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1. Background

Our Intention

We want to ensure that our students, families and staff are able to transition to these 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.

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.

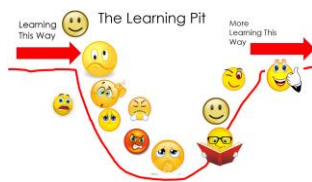
We can't predict what school operations will be.

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.




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2. Student Responsibilities to be ready to learn and work@ home and for continuity of learning through the pandemic

Get this done **before** learning @ home starts - Ready to learn and work

- Sort your email. Email is the most important part if learning and work @ home. Your teacher will be sending emails with details of how to access the class materials. Click here for resources to help you with email access on your phone. [Emails on my phone](#).
- 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
- If you have forgotten your Education Perfect password, go to EP and they will help you. Click on the icon. 
- You must have all learning platforms sorted on your device. For e-learn, the logins and passwords are the same as for school. The links below will help you to sort the required learning platforms on your device.
 - a. [Teams and One Note](#)
 - b. [e-learning guide sheet](#)
- You must have your textbooks and novels and subject books. Check your **junk or spam for publishers** links to e-book versions if your subject has them
- You must take responsibility for your [health and wellbeing](#). 

Every day when learning @ home :

- You must read and respond to your emails. You can access your emails on your phone. [Emails on my phone](#).
- Log into iCentre and check the notices
- Complete your attendance survey before 9 am.
- Access your remote learning platforms and do the work
- Make sure that your teacher knows that you are in your class because they will be marking the roll
- Complete the work and communicate with your teacher as expected by the class platforms.
- Reading – you should read at least 20 minutes a day
- 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 night before by:

- Downloading materials and accessing your class One Note and Teams platforms.
- 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.

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Learning is the work routines summary

Your daily routines

- Get up to be ready to learn and work by 8.30 am
- Respond to your attendance survey before 9 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 and complete your attendance survey.
- Implement your daily Plan (Perfect World, Plan A, B or c)
- Read for 20 minutes
- 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 and 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 Our remote learning platforms

Each subject on a student timetable has a corresponding learning platform where the teaching and learning will be delivered. There may be multiple platforms to ensure that we are providing the best possible learning. The platforms vary, depending on the subject but are all Education Queensland licensed platforms for security and data safety reasons. You should make sure you are ready to learn with all of the following:



[Teams and One Note](#)

[e-learning guide sheet](#)

- Students will complete the timetable of lessons for each subject in **timetable order** e.g.

8.20 Log in and check emails. Complete the attendance survey

8.25 Go to the i-Centre and check the notices

8.30 Lesson 1

(Follow your timetable each lesson. Make sure your teacher marks your attendance. Check emails for Pastoral Care, Assembly and Sport arrangements).

- Teachers will **mark a roll for each lesson.**
- Details of course outlines, dates arrangements for submission of work (including assessment), checking for understanding and tasks to complete can be found in the learning platforms.
- These “virtual classes” are administered by classroom teachers and contain the content you are required to learn and the work you are to complete.
- The content for these classes will be available on the night before.
- We advise students to consider accessing the materials the night before, in low traffic times, 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. If a text has an electronic version, the access code will be sent to them by email from the publisher (check spam and junk) or from their teacher.

3.3 iCentre

iCentre provides an incredible number of safe research and learning materials including access to **books, journals and data bases.**



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.

[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

- You are required to read for 20 minutes per day.

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4. Plans

4.1 Perfect World Plan

This is where the following conditions are in place:

Emails (student and parent) have been checked and acted on

Student has their textbook and novels if they are required for their @ home learning

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

This is what you will do:

- Follow your timetable for the day, lesson by lesson
- Complete your attendance survey
- Make sure your teacher knows you are attending to your timetabled class because they are marking a roll
- You finish all the work
- Check your emails for Pastoral Care, Assembly and Sport organisation
- Go to Education Perfect and finish your assigned tasks
- Read for at least 20 minutes
- Exercise

At the end of the day

- 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

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4.2 Plan A

This is where the following conditions are in place:

You have downloaded the materials from the platforms you are using
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
- 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

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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 platforms on the weekend before

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:

- Email your teacher to tell them you are experiencing difficulties
- 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 platforms or iCentre
- Use your textbook and continue working
- Do your assigned tasks in Education Perfect
- Keep working on an assignment if you have one
- Do open content on Education perfect
- Read your English novel
- Read your reading for pleasure novel
- 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

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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. Send a password reset to the email address:

studentpasswordreset@aspleyshs.eq.edu.au

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:

- Email your teacher to tell them you are having difficulties.
- 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 if you have it
- Use the downloaded materials from the platforms 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
- 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

- Email is the most important form of communication. You will receive details of how to access learning materials from your teachers using email. You must check regularly and respond as required.
- You can organise to get your emails on your phone as well as to your device. [Emails on my phone](#).
- There will be other tools within the all the platforms for you to communicate with your teacher. They will link you to those in their lessons.
- iCentre will host support materials for families
- 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.

Download the materials from platforms the day 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.

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. Handy Emails

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	studentpasswordreset@aspleyshs.eq.edu.au
School based IT support	itsupport@aspleyshs.eq.edu.au
English	english@aspleyshs.eq.edu.au
HPE and Sport	hpe@aspleyshs.eq.edu.au
Mathematics	maths@aspleyshs.eq.edu.au
Learning Support	learningsupport@aspleyshs.eq.edu.au
Humanities, LOTE and Business	socialscience@aspleyshs.eq.edu.au
Science and Edu Stem	science@aspleyshs.eq.edu.au
Arts – Dance, Drama, Music, Visual Art, Instrumental music	arts@aspleyshs.eq.edu.au
Senior Schooling and Home Economics and Industrial Design and Technology	senior@aspleyshs.eq.edu.au
Junior Secondary	junior@aspleyshs.eq.edu.au
Chaplaincy	chaplaincyservice@aspleyshs.eq.edu.au
Support and wellbeing team	supportservices@aspleyshs.eq.edu.au
Guidance Officer	guidance.officer@aspleyshs.eq.edu.au
Head of Year 7 and 8	7and8headofyear@aspleyshs.eq.edu.au
Head of Year 9 and 10	9and10headofyear@aspleyshs.eq.edu.au
Head of Year 11 and 12	11and12headofyear@aspleyshs.eq.edu.au