

Multi Modal Teaching and Learning

Procedures for Parents, Carers and Students

Term 4 2021

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Welcome to Online Learning

Dear Parents/Carers

We offer our appreciation to all parents/carers for their support for and understanding of the progressive changes to the operation of schools due to the Coronavirus – COVID-19 outbreak. ET Australia Secondary College staff have developed different methods for Multi Modal Teaching and Learning including online platforms and work-booklets. Modern technology provides ETASC staff and students an online platform to connect and communicate together about their learning. This booklet is your guide to online learning at ETASC.

What will online learning at home look like day to day?

Years 7 to 10

Just like at school, there is a timetable provided for students. This will outline the learning structure for each day of the week and students can complete each lesson at home. The day will begin with a check-in Zoom call at 9:00am for Stage 4 and 9:10am for Stage 5.

Every "learning at home" day will be broken up into four lessons per day. Please see the timetable below. During period four there will also be teachers online for students to talk to and receive help with any of their work.

Examples of what the online learning timetable is for each year group is on the following pages.

The live KLA zoom lessons are highlighted in yellow on the suggested timetable. Live Zoom meetings maybe be recorded and uploaded onto Google Classroom for those students who cannot make the live session.

Suggested Timetable

Year 7 – Orange

Lessons in **Yellow** are delivered live on Zoom for the whole class with their teacher. SDW – Student directed work.

Time/ Duration o	of lesson	Monday	Tuesday	Wednesday	Thursday	Friday
9.00 -9.30am				udents have che st they wait to ta	•	start on
9:30- 10:00am	Lesson 1 Duration 30 mins	Review work for the day/ Catch up	Review work for the day/ Catch up	Review work for the day/ Catch up	Review work for the day/ Catch up	Catch up/ Fun day
10:00 -10:30am	Take a bre	eak – make sure	e you have son	nething to snack	on, stretch and	rest your
10:30-11:30am	Lesson 2 Duration 60 mins	Art SDW	Science SDW	English SDW	PDHPE SDW	Catch up/ Fun day
11:30-12:30pm	Lesson 3 Duration 60 mins	Maths (Live class with Darcy – Zoom in)	HSIE (Live class with Morven – Zoom in)	Science (Live class with Darcy – Zoom in)	English (Live class with Morven – Zoom in)	Catch up/ Fun day
12:30-1:00pm	Take a bre	eak – make sure	e you have son	nething to snack	on, stretch and	rest your
1:00-1:20pm	Your choic	ce: exercise/ co	louring/ readi	ng		
1:20-2:20pm	Lesson 4 Duration 60 mins	Technology SDW	HSIE SDW	Maths SDW	Catch up SDW	Catch up/ Fun day
2:25-3:25pm	After school		Literacy Tutoring (Live class Alyshia – Zoom in)		Numeracy Tutoring (Live class with Sophie – Zoom in)	

Year 7 – White

Lessons in **Yellow** are delivered live on Zoom for the whole class with their teacher. SDW – Student directed work.

Time/ Duration	n of lesson	Monday	Tuesday	Wednesday	Thursday	Friday
9.00 -9.30am		Students check in with Brooke. Once students have checked in, they can start on lesson 1. They can start their work whilst they wait to talk to Brooke.				
9:30- 10:00am	Lesson 1 Duration 30 mins	Review work for the day/ Catch up	Review work for the day/ Catch up	Review work for the day/ Catch up	Review work for the day/ Catch up	Catch up/ Fun day
10:00-10:30am	Take a breal eyes.	κ – make sure	you have som	ething to snac	k on, stretch and	rest your
10:30-11:30am	Lesson 2 Duration 60 mins	Art SDW	Technology SDW	Science SDW	PDHPE SDW	Catch up/ Fun day
11:30-12:30pm	Lesson 3 Duration 60 mins	English (Live class with Tahlia – Zoom in)	Science (Live class with Nerida – Zoom in)	HSIE (Live class with Kellie – Zoom in)	Maths (Live class with Nerida – Zoom in)	Catch up/ Fun day
12:30-1:00pm	Take a breal eyes.	κ – make sure	you have som	ething to snac	k on, stretch and	rest your
1:00-1:20pm	Your choice:	exercise/ co	louring/ readir	ng		
1:20-2:20pm	Lesson 4 Duration 60 mins	Maths SDW	HSIE SDW	English SDW	Catch up SDW	Catch up/ Fun day
2:25-3:25pm	After school		Literacy Tutoring (Live class with Alyshia – Zoom in)		Numeracy Tutoring (Live class with Sophie – Zoom in)	

Year 8 - Pink

Lessons in **Yellow** are delivered live on Zoom for the whole class with their teacher. SDW – Student directed work.

Time/ Duration of lesson Mono			Tuesday	Wednesday	Thursday	Friday
9.00 -10.00am		Students check in with Heath and Sophie. Once students have checked in, they can start on lesson 1. They can start their work whilst they wait to talk to Heath or Sophie				
9:30- 10:00am	Lesson 1 Duration 30 mins	Review work for the day/ Catch up	Review work for the day/ Catch up	Review work for the day/ Catch up	Review work for the day/ Catch up	Catch up/ Fun day
10:00-10:30am	Take a bre eyes.	ak – make sur	e you have som	nething to snack	on, stretch and	d rest your
10:30-11:30am	Lesson 2 Duration 60 mins	English (Live class with Morven – Zoom in)	Science (Live class with Heath – Zoom in)	HSIE (Live class with Morven – Zoom in)	Maths Live class with Heath – Zoom in)	Catch up/ Fun day
11:30-12:30pm	Lesson 3 Duration 60 mins	PDHPE SDW	Science SDW	French SDW	Music SDW	Catch up/ Fun day
12:30-1:00pm	Take a bre eyes.	ak – make sur	e you have son	nething to snack	on, stretch and	d rest your
1:00-1:20pm	Your choic	e: exercise/ cc	olouring/ readir	ng		
1:20-2:20pm	Lesson 4 Duration 60 mins	HSIE SDW	English SDW	Maths SDW	Technology SDW	Catch up/ Fun day
2:25-3:25pm	After school		Literacy Tutoring (Live class with Alyshia – Zoom in)		Numeracy Tutoring (Live class with Sophie – Zoom in)	

Year 8 - Purple

Lessons in **Yellow** are delivered live on Zoom for the whole class with their teacher. SDW – Student directed work.

Time/ Duration	ion of lesson Monday		Tuesday	Wednesday	Thursday	Friday
9:00 -10:00am			•	nie. Once studen work whilst the		•
9:30- 10:00am	Lesson 1 Duration 30 mins	Review work for the day/ Catch up	Review work for the day/ Catch up	Review work for the day/ Catch up	Review work for the day/ Catch up	Catch up/ Fun day
10:00-10:30am	Take a bre	ak – make su	re you have s	omething to sna	ck on, stretch ar	d rest your
10:30-11:30am	Lesson 2 Duration 60 mins	Maths (Live class with Heath – Zoom in)	Science (Live class with Heath – Zoom in)	English Live class with Kellie – Zoom in)	HSIE Live class with Kellie – Zoom in)	Catch up/ Fun day
11:30-12:30pm	Lesson 3 Duration 60 mins	HSIE SDW	PDHPE SDW	French SDW	Music SDW	Catch up/ Fun day
12:30-1:00pm	Take a bre	ak – make su	re you have s	omething to sna	ck on, stretch ar	d rest your
1:00-1:20pm	Your choic	e: exercise/ c	colouring/ rea	ding		
1:20-2:20pm	Lesson 3 Duration 60 mins	English SDW	Maths SDW	Science SDW	Technology SDW	Catch up/ Fun day
2:25-3:25pm	After school		Literacy Tutoring (Live class with Alyshia – Zoom in)		Numeracy Tutoring (Live class with Sophie – Zoom in)	

Year 9 - Yellow

Lessons in **Yellow** are delivered live on Zoom for the whole class with their teacher. SDW – Student directed work.

Time/ Duration	Time/ Duration of lesson Monda			Wednesday	Thursday	Friday
9.10 -9.40am		Students check in with Matthew. Once students have checked in, they can start on lesson 1. They can start their work whilst they wait to talk to Matthew.				
9:10- 10:10am	Lesson 1 Duration 60 mins	Science SDW	English SDW	HSIE SDW	SWYM SDW	Catch up/ Fun day
10:10-11:10am	Lesson 2 Duration 60 mins	Maths (Live class with Jas – Zoom in)	HSIE (Live class with Alahna – Zoom in)	English (Live class with Katie L – Zoom in)	PDHPE (Live class with Katie N – Zoom in)	Catch up/ Fun day
11:10-11:40am	Take a breal	k – make sure y	you have some	thing to snack	on, stretch and	l rest your
11:40-11:55am	Your choice	: exercise/ colc	ouring/ reading	5		
11:55-12:55pm	Lesson 3 Duration 60 mins	Science (Live class with Narelle – Zoom in)	HSIE SDW	Science SDW	Maths SDW	Catch up/ Fun day
12:55-1:25pm	Take a break – make sure you have something to snack on, stretch and rest your eyes.					
1:25-2:25pm	Lesson 4 Duration 60 mins	English SDW	Maths SDW	PDHPE SDW	Finalise work – Submit for the week	Catch up/ Fun day
2:25-3:25pm	After school		Literacy Tutoring (Live class Alyshia – Zoom in)		Numeracy Tutoring (Live class with Sophie – Zoom in)	

Year 9 Blue

Lessons in **Yellow** are delivered live on Zoom for the whole class with their teacher. SDW – Student directed work.

Time/ Duratio	n of lesson	Monday	Tuesday	Wednesday	Thursday	Friday	
9:10- 10:10am		Students check in with Matthew. Once students have checked in, they can start on lesson 1. They can start their work whilst they wait to talk to Matthew.					
9:10- 10:10am	Lesson 1 Duration 60 mins	Maths SDW	English SDW	Science SDW	SWYM SDW	Catch up/ Fun day	
10:10-11:10am	Lesson 2 Duration 60 mins	English (Live class Kim – Zoom in)	HSIE (Live class Narelle – Zoom in)	Maths (Live class Angus – Zoom in)	PDHPE (Live class with Katie N – Zoom in)	Catch up/ Fun day	
11:10-11:40am	Take a break eyes.	– make sure	you have som	ething to snack	on, stretch and	rest your	
11:40-11:55am	Your choice:	exercise/ cold	ouring/ readin	g			
11:55-12:55pm	Lesson 3 Duration 60 mins	Science (Live class Narelle – Zoom in)	Maths SDW	HSIE SDW	English SDW	Catch up/ Fun day	
12:55-1:25pm	Take a break	– make sure	you have som	ething to snack	on, stretch and	rest your	
1:25-2:25pm	Lesson 4 Duration 60 mins	Science SDW	HSIE SDW	PDHPE SDW	Finalise work – Submit for the week	Catch up/ Fun day	
2:25-3:25pm	After school Duration 60 mins		Literacy Tutoring (Live class Alyshia – Zoom in)		Numeracy Tutoring (Live class with Sophie – Zoom in)		

Year 10 Navy

Lessons in **Yellow** are delivered live on Zoom for the whole class with their teacher. SDW – Student directed work.

Time/ Duratio	n of lesson	Monday	Tuesday	Wednesday	Thursday	Friday
9:10- 10:10am		tudents check in with Jas, Kim and Alyshia. Once students have checked in, they an start on lesson 1. They can start their work whilst they wait to talk to Jas or Kor Alyshia.				
9:10- 10:10am	Lesson 1 Duration 60 mins	HSIE SDW	English SDW	Science SDW	SWYM SDW	Catch up/ Fun day
10:10-11:10a,	Lesson 2 Duration 60 mins	Science (Live class with Narelle – Zoom in)	PDHPE SDW	Maths SDW	English SDW	Catch up/ Fun day
11:10-11:40am	Take a break eyes.	– make sure y	you have some	thing to snack	on, stretch ar	nd rest your
11:40-11:55am	Your choice:	exercise/ colo	ouring/ reading			
11:55- 12:55pm	Lesson 3 Duration 60 mins	English (Live class with Alahna– Zoom in)	Maths (Live class with Angus – Zoom in)	HSIE (Live class with Katie L – Zoom in)	PDHPE (Live class with Katie N – Zoom in)	Catch up/ Fun day
12:55-1:25pm	Take a break eyes.	– make sure y	you have some	thing to snack	on, stretch ar	nd rest your
1:25-2:25pm	Lesson 4 Duration 60 mins	HSIE SDW	Science SDW	Maths SDW	Finalise work – Submit for the week	Catch up/ Fun day
2:25- 3:25pm	After school Duration 60 mins		Numeracy Tutoring (Live class with Alyshia – Zoom in)		Numeracy Tutoring (Live class with Sophie – Zoom in)	

Year 10 Green

Lessons in **Yellow** are delivered live on Zoom for the whole class with their teacher. SDW – Student directed work.

Time/ Duration o	of lesson	Monday	Tuesday	Wednesday	Thursday	Friday
9:10- 10:10am		Students check in with Jas, Kim and Ayshia. Once students have checked in, they can start on lesson 1. They can start their work whilst they wait to talk to Jas or Kim or Alvshia.				•
9:10- 10:10am	Lesson 1 Duration 60 mins	Science SDW	English SDW	Maths SDW	SWYM SDW	Catch up/ Fun day
10:10-11:10am	Lesson 2 Duration 60 mins	Maths (Live class with Angus – Zoom in)	Science SDW	English SDW	HSIE SDW	Catch up/ Fun day
11:10-11:40am	Take a brea	ak – make sur	e you have som	nething to snac	ck on, stretch a	and rest your
11:40-11:55am	Your choice	e: exercise/ co	olouring/ readir	ng		
11:55- 12:55pm	Lesson 3 Duration 60 mins	Science (Live class with Jas – Zoom in)	English (Live class with Katie L – Zoom in)	HSIE (Live class with Alahna – Zoom in)	PDHPE (Live class with Katie N – Zoom in)	Catch up/ Fun day
12:55-1:25pm	Take a brea	ak – make sur	e you have son	nething to snac	k on, stretch	and rest your
1:25-2:25pm	Lesson 4 Duration 60 mins	HSIE SDW	PDHPE SDW	Maths SDW	Finalise work – Submit for the week	Catch up/ Fun day
2:30- 3:30pm	After school Duration 60 mins		Literacy Tutoring (Live class Alyshia – Zoom in)		Numeracy Tutoring (Live class with Sophie – Zoom in)	

Year 11

Students will continue to follow their school timetable to provide structure to their learning routine at home.

- Students are expected to **check into each lesson** via a zoom call.
 - The zoom link can be found in each Google Classroom subject.
- The roll will be marked for each lesson during the Zoom call.
- Each lesson will be uploaded onto Google Classroom.
 - All students are already enrolled in their classes.
 - The teacher will either run a lesson explaining the content on google classroom or
 - will allow students to work independently on tasks and be available in the zoom call to answer questions.
- Between 3:00pm and 4:00pm staff will continue to be available for assistance via a zoom call. A link to these classes will be made available in Google Classroom.

Year 11 Student timetable

	Year 11 Emerald CR 3						
	Monday	Tuesday	Wednesday	Thursday	Friday		
Period	English	History	History	Biology	Biology		
1	Alex	Alex	Alex	Elle	Elle		
8.45am-9.45am	TA: Renee	TA: Renee	TA: Renee	TA: Ann	TA: Ann		
Period	Maths	English	STUDY BREAK	Biology	Bus. Studies		
2	Graham	Alex	Alex	Elle	Christina		
9.45am-10.45am	TA: Ann	TA: Ann	TA: Renee	TA: Ann	TA: Ann		
Break 1		30 minutes					
10.45am-11.15am							
Period	History	Maths	Maths	English	History		
3	Alex	Graham	Graham	Alex	Alex		
11.15am-12.15pm	TA: Renee	TA: Ann	TA: Ann	TA: Renee	TA: Renee		
Period	Maths	Bus. Studies	Bus. Studies	PDHPE	PDHPE		
4	Graham	Christina	Christina	Josh	Josh		
12.15pm-1.15pm	TA: Ann	TA: Ann	TA: Ann	TA: Renee	TA: Renee		
Break 2		30 minutes					
1.15pm-1.45pm			r				
1.45pm-2.00pm	Assembly	DEAR	Roadmap	Meditation	StudySkills		
Period	Bus. Studies	PDHPE	Biology	PDHPE	English		
5	Christina	Josh	Elle	Josh	Alex		
2.00pm-3.00pm	TA: Renee	TA:Renee	TA: Ann	TA: Renee	TA: Ann		
Period	Study Period	Study Period	Study Period	Study Period			
6	Alex	Josh	Elle	Christina			
3.00pm-4.00pm							

	Year 11 Ruby CR 4				
	Monday	Tuesday	Wednesday	Thursday	Friday
Period	Maths	Maths	Maths	PDHPE	History
1	Graham	Graham	Graham	Josh	Alex
8.45am-9.45am	TA: Ann	TA: Ann	TA: Ann	TA: Renee	TA: Renee
Period	History	English	STUDY BREAK	English	PDHPE
2	Alex	Kim	Josh	Kim	Josh
9.45am-10.45am	TA: Renee	TA: Renee	TA: Ann	TA: Renee	TA: Renee
Break 1		30 minutes			
10.45am-11.15am	D' - I	D	D	D'-1	5'-1
Period	Biology	Bus. Studies	Bus. Studies	Biology	Biology
3	Elle	Christina	Christina	Elle	Elle
11.15am-12.15pm	TA: Ann	TA: Renee	TA: Renee	TA: Ann	TA: Ann
Period	Bus. Studies	English	PDHPE	Biology	Bus. Studies
4	Christina	Kim	Josh	Elle	Christina
12.15pm-1.15pm	TA: Renee	TA: Renee	TA: Renee	TA: Ann	TA: Ann
Break 2		30 minutes			
1.15pm-1.45pm					
1.45pm-2.00pm	Assembly	DEAR	Roadmap	Meditation	StudySkills
Period	Maths	History	PDHPE	History	English
5	Graham	Alex	Josh	Alex	Kim
2.00pm-3.00pm	TA: Ann	TA:Ann	TA: Renee	TA: Ann	TA: Renee
Period	Study Period	Study Period	Study Period	Study Period	
6	Alex	Josh	Elle	Christina	
3.00pm-4.00pm					

Staff Contact Details

Assistant Principal: Lachlan Scott

Contact: Lachlan.Scott@etaustralia.com

Years 7 to 10 Campus

Curriculum Coordinator: Kimberley Wheeler Contact: Kimberley.Wheeler@etaustralia.com

Student Development Coordinator: Jasmyn du Plessis

Contact: Jasmyn.DuPlessis@etaustralia.com

Assistant Curriculum Coordinator: Alyshia Boettcher

Contact: Alyshia.Boettcher@etaustralia.com

Assistant Student Development Coordinator: Brooke Gordon

Contact: Brooke.Gordon@etaustralia.com

Teacher on Duty (TOD): Brooke Gordon Contact: <u>Brooke.Gordon@etaustralia.com</u>

Consulting Independent Visiting Psychologist: Kevin Hobson

Contact: Kevin.Hobson@etaustralia.com

Years 11 and 12 Campus

Curriculum Coordinator: Christina Clark Contact: Christina.Clark@etaustralia.com

Student Development Coordinator: Elissa Cosentino

Contact: Elissa.Cosentino@etaustralia.com

Consulting Independent Visiting Psychologist: Kevin Hobson

Contact: Kevin.Hobson@etaustralia.com

Learning Enrichment Teachers

Melanie McDonald: Year 7

Contact: Melanie.McDonald@etaustralia.com

Anne Tucker: Year 7

Contact: Anne.Tucker@etaustralia.com

Sophie Gamble: Year 8

Contact: Sophie.Gamble@etaustralia.com

Matthew Asciak: Year 9

Contact: Matthew.Asciak@etaustralia.com

Alyshia Boettcher: Year 10

Contact: Alyshia.Boettcher@etaustralia.com

Elizabeth Body: Stage 4 and 5 Gifted and Talented

Contact: Elizabeth.Body@etaustralia.com

Years 7 to 10 Teachers

Year 7 – Orange

Subject	Teacher	Contact
Art	Tahlia Boettcher	Tahlia.Boettcher@etaustralia.com
English & HSIE	Morven Durick	Morven.Durick@etaustralia.com
Mandatory	Darcy Jury	Darcy.Jury@etaustralia.com
Technology,		
Mathematics, PDHPE,		
Science		

Year 7 – White

Subject	Teacher	Contact
Art & English	Tahlia Boettcher	Tahlia.Boettcher@etaustralia.com
HSIE	Kellie Callow	Kellie.Callow@etaustralia.com
Mandatory	Nerida Turrise	Nerida.Turrise@etaustralia.com
Technology,		
Mathematics, PDHPE,		
Science		

Year 8 – Pink

Subject	Teacher	Contact
English and HSIE	Morven Durick	Morven.Durick@etaustralia.com
French and PDHPE	Tahlia Boettcher	Tahlia.Boettcher@etaustralia.com
Mandatory	Heath Barlin	Heath.Barlin@etaustralia.com
Technology,		
Mathematics and		
Science		
Music	Graham Johnston	Graham.Johnston@etaustralia.com

Year 8 – Purple

Subject	Teacher	Contact
English and HSIE	Kellie Callow	Kellie.Callow@etaustralia.com
French	Tahlia Boettcher	Tahlia.Boettcher@etaustralia.com
Mandatory Technology,	Heath Barlin	Heath.Barlin@etaustralia.com
Mathematics and		
Science		
Music	Graham Johnston	Graham.Johnston@etaustralia.com
PDHPE	Katie Neilly	Katie.Neilly@etaustralia.com

Year 9 – Blue

Subject	Teacher	Contact
English	Kimberley Wheeler	Kimberley.Wheeler@etaustralia.com
Mathematics	Angus Vos	Angus.Vos@etaustralia.com
Science	Narelle Leite	Narelle.Leite@etaustralia.com
HSIE	Alahna Richmond-	Alahna.Richmond-
	Yunn	Yunn@etaustralia.com
PDHPE	Katie Neilly	Katie.Neilly@etaustralia.com

Year 9 – Yellow

Subject	Teacher	Contact
English	Katie Livermore	Katie.Livermore@etaustralia.com
Mathematics	Jasmyn du Plessis	Jasmyn.DuPlessis@etaustralia.com
Science	Narelle Leite	Narelle.Leite@etaustralia.com
HSIE	Alahna Richmond-	Alahna.Richmond-
	Yunn	Yunn@etaustralia.com
PDHPE	Katie Neilly	Katie.Neilly@etaustralia.com

Year 10 - Navy

Subject	Teacher	Contact
English	Alahna Richmond-	Alahna.Richmond-
	Yunn	Yunn@etaustralia.com
Mathematics	Angus Vos	Angus.Vos@etaustralia.com
Science	Narelle Leite	Narelle.Leite@etaustralia.com
HSIE	Katie Livermore	Katie.Livermore@etaustralia.com
PDHPE	Katie Neilly	Katie.Neilly@etaustralia.com

Year 10 – Green

Subject	Teacher	Contact
English	Katie Livermore	Katie.Livermore@etaustralia.com
Mathematics	Angus Vos	Angus.Vos@etaustralia.com
Science	Jasmyn du Plessis	Jasmyn.DuPlessis@etaustralia.com
HSIE	Alahna Richmond-	Alahna.Richmond-
	Yunn	Yunn@etaustralia.com
PDHPE	Katie Neilly	Katie.Neilly@etaustralia.com

Year 11 Teachers

Year 11 – Emerald

Subject	Teacher	Contact
English	Alexandra Body	Alexandra.Body@etaustralia.com
Mathematics	Graham Johnston	Graham.Johnston@etaustralia.com
Biology	Elissa Cosentino	Elissa.Cosentino@etaustralia.com
Modern History	Alexandra Body	Alexandra.Body@etaustralia.com
PDHPE	Joshua Wakem	Joshua.Wakem@etaustralia.com
Business Studies	Christina Clark	Christina.Clark@etaustralia.com

<u>Year 11 – Ruby</u>

Subject	Teacher	Contact
English	Kimberley Wheeler	Kimberley.Wheeler@etaustralia.com
Mathematics	Graham Johnston	Graham.Johnston@etaustralia.com
Biology	Elissa Cosentino	Elissa.Cosentino@etaustralia.com
Modern History	Alexandra Body	Alexandra.Body@etaustralia.com
PDHPE	Joshua Wakem	Joshua.Wakem@etaustralia.com
Business Studies	Christina Clark	Christina.Clark@etaustralia.com

Administration

School Reception: Brittney Gow

Contact: 4323 1233 and request to speak with the relevant contact.

Contact: <u>Brittney.Gow@etaustralia.com</u>

School Reception: Kallie Driscoll

Contact: 4323 1233 and request to speak with the relevant contact.

Contact: Kallie.Driscoll@etaustralia.com

School Reception: Kaylene Laidlaw

Contact: 4323 1233 and request to speak with the relevant contact.

Contact: Kaylene.Laidlaw@etaustralia.com

School Administration Officer: Helen Rousell Contact: Helen.Rousell@etaustralia.com

Office Hours

School Office and Reception Weekdays: **8:30am to 5.00pm**

Availability

Teachers will be available to answer any questions and assist students between the hours of **9:00am and 3:00pm** Monday to Friday via email and Google Classroom live chat.

Between **1.30pm and 2.30pm** a teacher per year group will be available Monday to Friday for face to face conversation via Zoom with students.

Pastoral Support – Teacher on Duty

The Teacher on Duty (TOD), Brooke Gordon is available from **9:00am to 3:00pm** by phone on 4323 1233, email Brooke.Gordon@etaustralia.com and Zoom to students who are needing support with their schoolwork or school related needs.

Online Platforms

- Google Classroom
- Zoom
- Stile
- Education Perfect
- ClickView
- Quizlet
- Prodigy
- Duolingo

Students' Online Behaviour Expectations

- High standards of behaviour and work ethic from all students.
- During all online Zoom sessions, students must mute their microphones.
- Students should dress appropriately, as they would in school.
- Students will be directed by the Teacher/TA to turn on their microphones for discussions/answers etc on Zoom.
- Students are expected to engage fully and participate in all sessions.
- Students must not have conversations/discussions with other students during the Zoom sessions unless directed to do so by the Teacher/TA.
- Students must not copy/screenshot/record any images, videos or content on Google Classroom, Zoom, or any online platform facilitated by ETASC.
- Inappropriate behaviour will be dealt with as per school rules Going,
 Going, Gone TOD.

- If escalated to Gone, students will be removed from the Zoom session and the TOD/AP will speak to the student.
- Students will be invited to re-join the Zoom session once spoken to.
- Any repeated bad behaviour or infractions will again be reported to the TOD/AP and be dealt with as per the school rules.
- The TOD/AP will monitor all online sessions.

Student Check-In – Attendance

Years 7 to 10 Students

Students are required to log into a Zoom meeting every morning, Monday to Friday. The teacher will ask students to notify them of what subjects they worked on the previous day. *Note: Students are not required to remain on the Zoom meeting for the whole allocated time period.*

- Stage 4: between **9:00am to 9.30am**
- Stage 5: between **9.10 to 9.30am**

Students will be able to gain access to the Zoom meeting by logging into their Google Classroom account and selecting the attendance class. Students have already been assigned to the correct class.

If a student does not log in at that time, they will be marked on the school roll as an unexplained absence. Parents/Carers will receive notification of the absence, and it will require an explanation. If a student is sick and cannot complete any work on a certain day, the parents/carers will need to call and notify the school on 4323 1233.

Year 11 Students

The requirements for Year 11 students are different to Years 7 to 10 students and details are provided below.

Students are required to check into each lesson via a Zoom meeting

- The Zoom meeting links will be provided to students via Google Classroom
- The roll will be marked for **each lesson** during the Zoom meeting.
- This will ensure students can continue to follow the school timetable, providing structure to their day and the ability to engage with face to face teaching and learning activities from home.

Literacy and Numeracy Tutoring

We will still be offering tutoring sessions on Tuesday and Thursday. These tutoring sessions are an opportunity for students to build on their basic numeracy and literacy skills.

We ask that students please give a week's notice if they will be attending the session. They can do this by emailing the teacher directly. Once the teacher has been notified, the student can be added into the Literacy or Numeracy Tutoring Google Classroom. This is where they will access the information to participate in the tutoring sessions.

- Literacy Tutoring will be run by Alyshia on Tuesdays at 2:30pm to
 3:30pm. Please email Alyshia.Boettcher@etaustralia.com if you wish to attend.
- Numeracy Tutoring will be run by Sophie on Thursdays at 2:30pm to 3:30pm. Please email Sophie.Gamble@etaustralia.com if you wish to attend.

Year 11 Afterschool Study Sessions

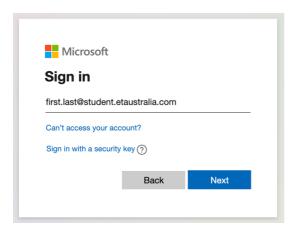
Year 11 students will still have access to afterschool study sessions between 3:00pm and 4:00pm with staff via Zoom meetings. Staff will post links to these sessions on Google Classroom for the students to access. A roster has been provided in the timetables provided on page 7 and page 8.

Logging into your Student Email

- 1. Go to www.office.com
- 2. Sign in. Your email follows this format:

firstname.lastname@student.etaustralia.com

e.g. <u>john.smith@student.etaustralia.com</u>



3. Enter your password. Your password follows the format:

Etasc<mark>789</mark>!

You would have been given 3 unique numbers for your password. If you can't remember your password, contact ETASC's reception on 4323 1233. Brittney, Kallie and Kaylene will be able to provide you with your login details.

OneCloud	
Enter password	
•••••	
Forgot my password	
Sign in with another account	
	Sign in

Google Classroom Student Guide

What is Google Classroom?

Google Classroom is the main portal for all students to access their online learning. It is a digital safe space where students can sign in on any computer or mobile device to access everything they need, from daily course material, assignments and correspondence with their peers and teacher.

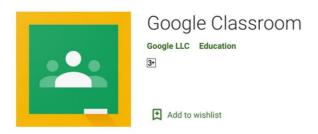
How do students access Google Classroom?

Login

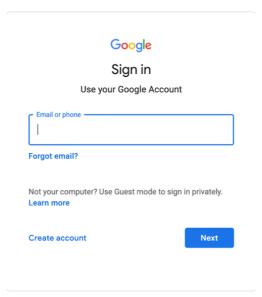
- If you are logging in on a computer, go to classroom.google.com.
- If you are logging in on an iPad or iPhone, download the Apple version of the app, available for free from the App store.



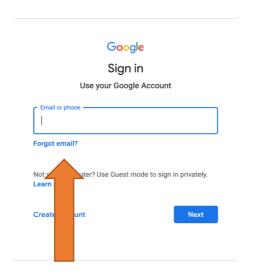
• If you are logging in on an Android phone or tablet, download the Android version of the app, available for free from Google Play.

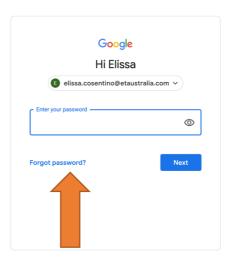


1. You will arrive at the login page. Use your school email and password to login. Note: Check that you are logged in as you and not a different user.



- If you have forgotten your email and password, contact ETASC's reception on 4323 1233. Brittney, Kallie and Kaylene will be able to provide you with your login details.
- If you cannot contact the school, go to classroom.google.com and click 'forgot email' or 'forgot password'.

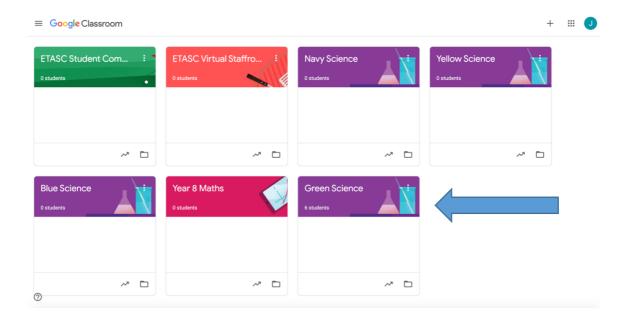




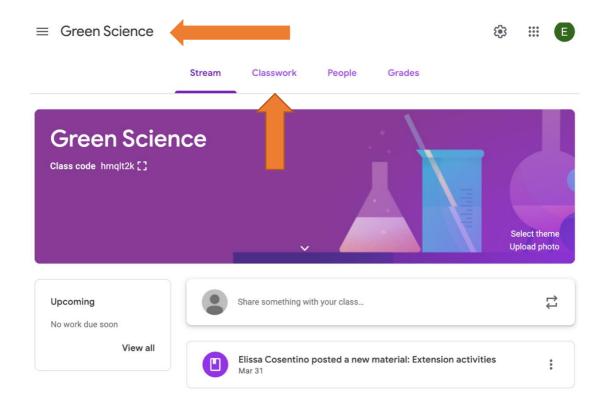
• If this doesn't work, contact your teacher via email. Note: if you change your password, you must let the school know so we have a record for future reference.

Using Google Classroom

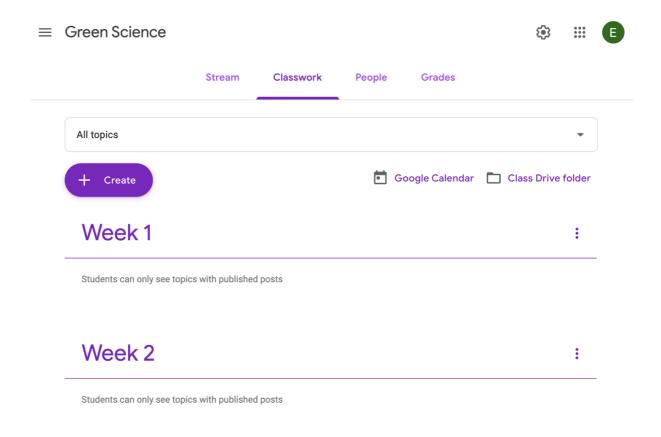
1. You will receive an email inviting you to join a class. Please click on the link and follow the prompts. This is where you can access all of your subjects. You will already be assigned to the correct classes.



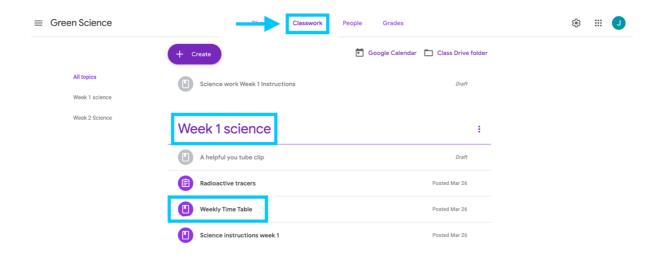
2. Click on the subject you wish to work on. It will take you to this page.



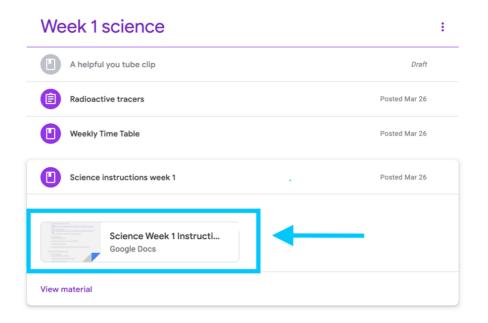
3. To access work, click on the 'classwork' tab. You will be directed to this page.



• The weekly class work will be clearly labelled 'Week 1', 'Week 2' etc. Click on the school week it is to find the activities to be completed.



4. Click on the activities for more detailed instructions on what to complete.



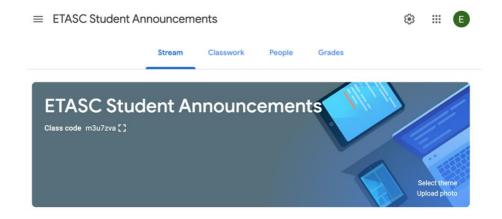
Other Features of Google Classroom

Stream

• This is a forum where you may ask questions and receive answers about any work that has been assigned.

ETASC Student Announcements

- This is the classroom where you will receive important information and whole school announcements, much the same as attending assemblies.
- You will **not** be able to post or comment in this Google Classroom.



Zoom Student Guide

What is Zoom?

Zoom is a web-based video conferencing tool which will allow students and teachers to engage in face to face communication.

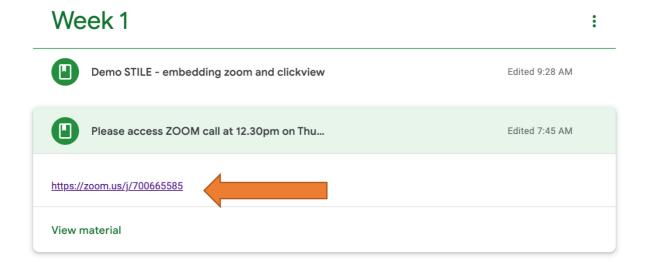
What will Zoom be used for?

- Students may schedule a face to face meeting with their teacher to consolidate their learning, ask questions and receive feedback.
- Some lessons will be live for students to participate in real time. These
 lessons may be recorded and uploaded to Google Classroom for
 students who are unable to attend.
- Literacy and Numeracy tutoring will be available through Zoom.
- All Zoom meetings are recorded, and lessons will be uploaded to Google Classroom to allow access to students that miss the live meeting.
- Student cameras and microphones will be disabled at the start of the meeting. Teachers will be able to activate/deactivate cameras and microphones during the meeting.

How do students access Zoom?

Using Zoom

1. You do not need a login for zoom. You can access a direct Zoom meeting link via Google Classroom.



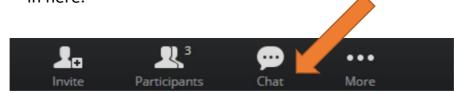
- **2.** To access the Zoom meetings, you need to click on that link at the scheduled time and it will take you to the conference with your assigned teacher.
 - If you are logging in on an iPad or iPhone, download the Apple version of the app, available for free from the App Store.
 - If you are logging in on an Android phone or tablet, download the Android version of the app, available for free from Google Play.



3. When you click on the Zoom meeting link this window will open in an internet browser.

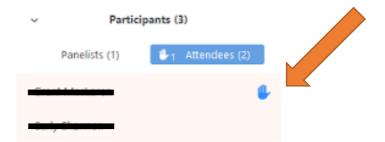


- Click the 'Join with Computer Audio'. Note: ticking the box at the bottom will remove this option for future meetings.
- You will be asked to wait in a waiting room and the teacher will grant you access when they are ready.
- **4.** If you want to ask a question during the meeting you have 3 options:
 - a. Type your question into 'Chat'
 - Click the Chat icon, a window will appear. You can type questions in here.



b. Raise your 'hand'

• Click on the 'participants' tab and then the 'blue hand'. This will alert the teacher that you have a question.



- **c.** Unmute the microphone and speak
 - To activate video and audio click the icons at the bottom left.



5. When the teacher indicates the Zoom meeting has finished, click 'Leave Meeting' at the bottom left corner of the screen.

Things to note

- Students should be mindful of their backgrounds when using Zoom, what can be seen behind and around you via the camera and the background noise.
- Students should dress appropriately, as they would in school.
- Behaviour on Zoom will be managed in the same way as it would in the classroom. Teachers will use Going, Going, Gone and refer the student to the Teacher on Duty (TOD) or the Assistant Principal (AP).

- Students that demonstrate unwanted behaviour on Zoom will be asked by the teacher to stop the behaviour in the first instance. If it continues the teacher will mute the student. If the unwanted behaviour continues, the student will be asked to leave the meeting and a referral will be made to the TOD or the AP.
- Zoom lessons will be recorded and uploaded onto Google Classroom for later viewing.
- Zoom is available as an application for download on iOS and Android so students can access it on their devices. If they have the app downloaded, the student will have the option to join the meeting via the app.

Stile Student Guide

What is Stile?

Stile is an interactive lesson platform that teachers use to provide their content. There will be a direct link to Stile on Google Classroom.

How do students access Stile?

Login

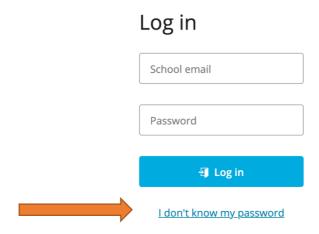
• If you are logging in on a computer, go to https://stileapp.com/login.



- If you are logging in on an iPad or iPhone, download the Apple version of the app, available for free from the App Store.
- If you are logging in on an Android phone or tablet, download the Android version of the app, available for free from Google Play.



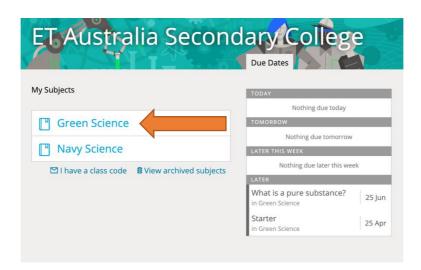
- Stage 4: use your school email and password to login. You will land on your Home Page.
- Stage 5: use your school email and the password etasc1 to login. You will land on your Home Page.
- If you have forgotten your Stile login and password, contact ETASC's reception on 4323 1233. Brittney and Kallie will be able to provide you with your login details.
- If you cannot contact the school, go to https://stileapp.com/login and click 'I don't know my password'.



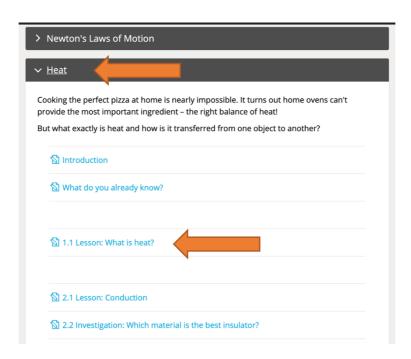
• If this doesn't work, contact your teacher via email. Note: if you change your password you must let the school know so we have a record for future reference.

Using Stile

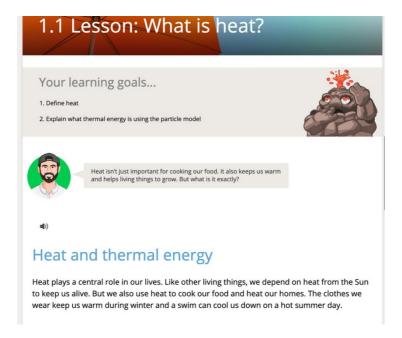
1. Your subjects will appear on your Home page.



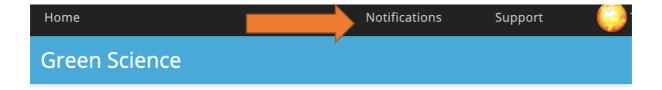
 When you click on a subject you will see the lessons that your teacher has released to you.



• Click on the name of the lesson and you will be able to complete the activities.



- You do not need to save your work in Stile. Your work is saved automatically, and your teacher can view it at any time.
- **2.** To help you improve, you will receive feedback after you have submitted each task. You will receive a notification that will take you to that feedback.

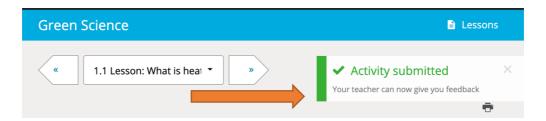


3. Once you finish a lesson, click 'I'm finished, show my teacher'.

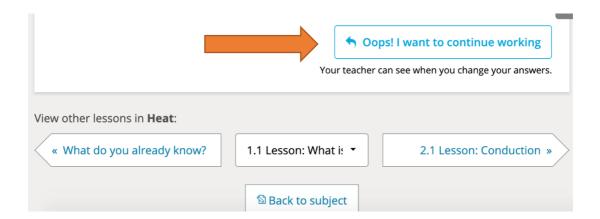


Un-submit work

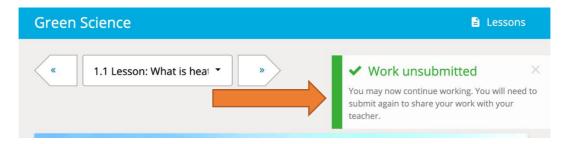
1. When you submit your work by clicking on the 'I'm finished, show my teacher', you will see a notification pop-up.



2. You can un-submit your work if you want to keep working on your answers and then submit again. Scroll down to the bottom of the worksheet and click 'Oops! I want to continue working'

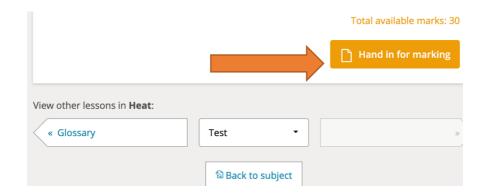


3. You will see another notification pop-up, showing you have unsubmitted your work. Don't forget to re-submit once you finish your work.



- **4.** There are 3 situations where you cannot un-submit your work.
 - a. The lesson is an assessment

Instead of seeing a 'I'm finished, show my teacher' button, you will see a 'Hand in for marking' button.



b. The lesson is past the due date

If you haven't submitted your lesson by the due date your teacher will still be able to access and mark the questions you have completed.

c. The teacher collects the work.

The teacher may choose to collect the lesson before the due date. If the work is not sufficient, your teacher will release the lesson back to you again with a revised due date and feedback.

Education Perfect Student Guide

Login

- Go to https://www.educationperfect.com/app/.
- If you are logging in on an iPad or iPhone, download the Apple version of the app, available for free from the App Store.
- If you are logging in on an Android phone or tablet, download the Android version of the app, available for free from Google Play.



• Your username and password are as follows:

Username

- Capital ETC First name Last name
- ETCFirstLast for example, ETCJoeSmith

Password

- ETASC123

- If you have forgotten your Education Perfect login and password, contact ETASC's reception on 4323 1233. Kallie and Brittney will be able to provide you with your login details.
- If you cannot contact the school, go to https://www.educationperfect.com/app/#/login and click 'forgot password'.

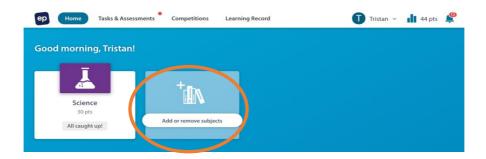


Using Education Perfect

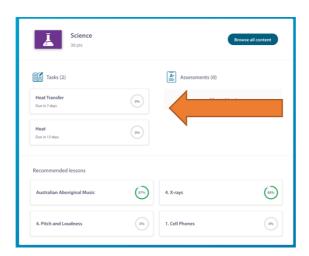
1. You will land on your Home Page. Your subjects will appear in your Student Zone.



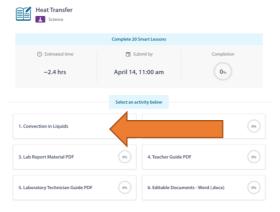
2. In your Student Zone you will see the subjects you have pinned.

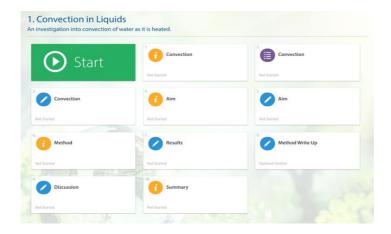


- **3.** To add your subjects, click 'Add or remove subjects'. Select the subjects you want to add and click 'Done selecting subjects'. *Note: removing a subject from your pins does NOT remove you from the subject. It is not an excuse for not submitting assigned work.*
- **4.** When you click on one of your subjects you will be able to see any task or assessments that have been released to you.

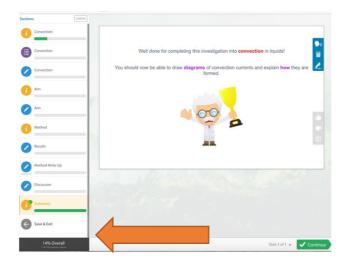


5. Click on the name of the task and you will be able to complete the activities.

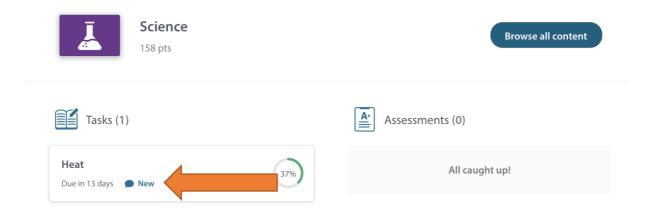




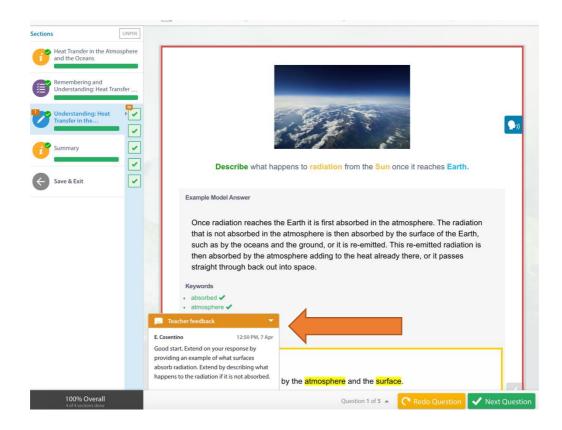
6. As you move through the task you can see a summary of your progress. When you complete the task click 'Save & Exit'.



7. To help you improve, you will receive feedback after you have submitted each task. You will receive a notification that will take you to that feedback.

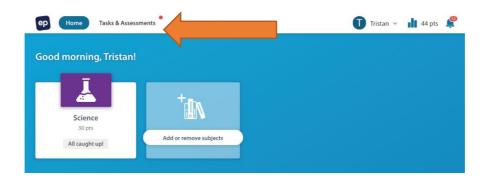


8. You can also view the feedback by viewing the lesson in your Student Zone.

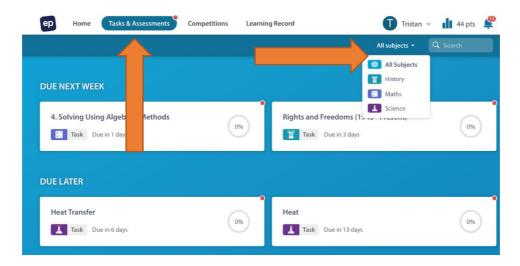


Tasks and Assessments

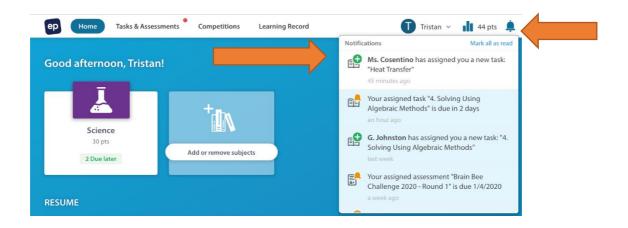
1. You can access all of your tasks and assessments through your Student Zone. Click on the tab 'Tasks and Assessments'.



2. If you would like to find a specific subject tasks and assessments, you can filter by subject.



3. When your teacher assigns you a new task or assignment you will receive a notification in Education Perfect and via email.



ClickView Student Guide

What is ClickView?

ClickView is an online provider of relevant, educational video content. Your teachers will provide you with a link to a video in Google Classroom, or you may find a video embedded into a lesson on Stile.

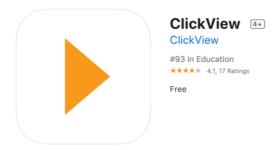
How do students access ClickView?

Login

 If you are logging in on a computer, go to https://online.clickview.com.au/SignIn.



- If you are logging in on an iPad or iPhone, download the Apple version of the app, available for free from the App Store.
- If you are logging in on an Android phone or tablet, download the Android version of the app, available for free from Google Play.



- Stage 4: use your school email and password to login.
- Stage 5: use your school email and the password etasc2020 to login.
- If you have forgotten your ClickView login and password, contact ETASC's reception on 4323 1233. Kallie and Brittney will be able to provide you with your login details.
- If you cannot contact the school, go to https://stileapp.com/login and click 'I don't know my password'.



Quizlet Student Guide

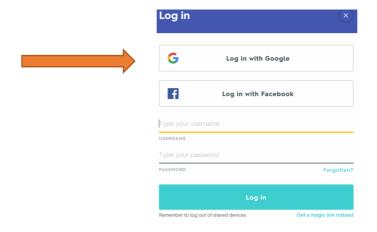
What is Quizlet?

Quizlet is an application that allows students to study information via learning tools and games.

How do students access Quizlet?

Login

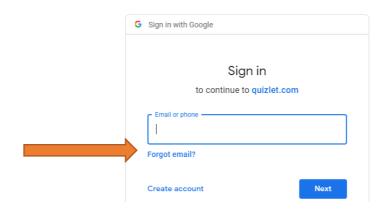
• If you are logging in on a computer, go to https://quizlet.com/.



- If you are logging in on an iPad or iPhone, download the Apple version of the app, available for free from the App Store.
- If you are logging in on an Android phone or tablet, download the Android version of the app, available for free from Google Play.

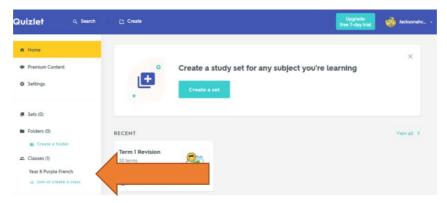


- Use your school email and password to login.
- If you have forgotten your Gmail and password, contact ETASC's reception on 4323 1233. Kallie and Brittney will be able to provide you with your login details.
- If you cannot contact the school, click 'I don't know my password'.

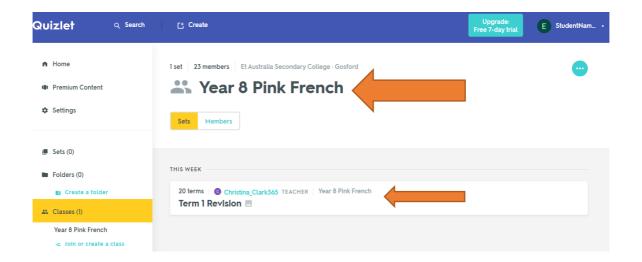


Using Quizlet

- **1.** Login and you will land on your Home Page.
- 2. Your subjects will appear as 'Classes' on the left-hand side of the page.



3. Click the class and you will see the work assigned to you.



- **4.** Click on the class work and you will see a selection of activities to complete.
 - For example:
 - Flashcards
 - Learn
 - Write
 - Spell
 - Test
 - Match

Term 1 Revision



Prodigy Student Guide

What is Prodigy?

Prodigy is a free, online game-based learning platform. Students who participate in Numeracy tutoring will have the opportunity to login and practise their maths skills.

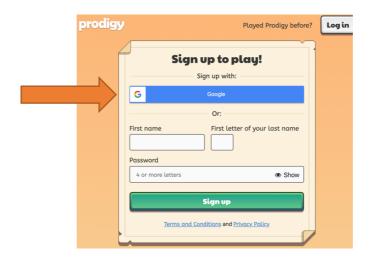
How do students access Prodigy?

Login

- If you are logging in on a computer, go to https://www.prodigygame.com/.
- Click 'Get your free account', 'Student' and then 'Sign up with Google'.







- If you are logging in on an iPad or iPhone, download the Apple version of the app, available for free from the App Store.
- If you are logging in on an Android phone or tablet, download the Android version of the app, available for free from Google Play.



- Use your school Gmail and password to login.
- If you have forgotten your email and password, contact ETASC's reception on 4323 1233. Kallie and Brittney will be able to provide you with your login details.
- If you cannot contact the school, go to https://www.prodigygame.com/ and click 'forgot email/password.



Using Prodigy

1. You will be prompted to answer questions to progress through the levels.

Duolingo Student Guide

What is Duolingo?

Duolingo is a game-based, language learning platform.

How do students access Duolingo?

Login

If you are logging in on a computer, go to https://www.duolingo.com/.

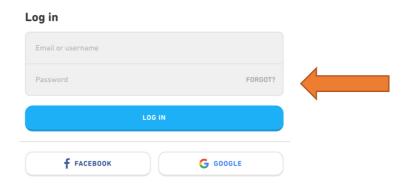


- If you are logging in on an iPad or iPhone, download the Apple version of the app, available for free from the App Store.
- If you are logging in on an Android phone or tablet, download the Android version of the app, available for free from Google Play.



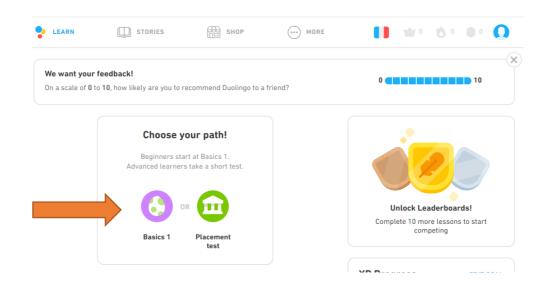
• Use your school username and password to login.

- If you have forgotten your username and password, contact ETASC's reception on 4323 1233. Kallie and Brittney will be able to provide you with your login details.
- If you cannot contact the school, go to https://www.duolingo.com/ and click 'forgot'.



Using Duolingo

1. Login and you will land on your Home Page.



- **2.** If you are a beginner you will start at Basics, Lesson 1, Level 0.
 - The activities that are in colour are the ones you can access. All other activities will be grey, meaning you can't access them, YET.
- **3.** Click 'Basics 1' and complete the activity. Follow the directions.
 - There will be opportunities to speak, write, listen and match pairs.
- **4.** Continue through the lessons until you have reached the next level. Here you will learn new words and phrases.
 - The more lessons you complete, the more categories will become available to you and appear in colour.

