

# PARENT AND STUDENT HANDBOOK



*Online Learning*

## **Contents**

<b>Online Learning Overview</b>	<b>3</b>
Kindergarten overview	3
Primary overview	3
Secondary overview	3
<b>Devices</b>	<b>4</b>
Kindergarten	4
Prep to 2	4
Years 3 to 6	4
Years 7 to 10	4
Years 11 and 12	4
<b>Online Learning Portal</b>	<b>5</b>
<b>Learning Management System (LMS)</b>	<b>5</b>
<b>Suggested Daily Routines For Online Schooling</b>	<b>6</b>
Kindergarten	6
Prep to Year 2	6
Year 3 & 4	6
Year 5 & 6	7
Secondary	7
<b>Student Code of Conduct for Online Learning</b>	<b>8</b>
<b>Expectations of parents in relation to Online Learning</b>	<b>8</b>
<b>Family Zone</b>	<b>9</b>
<b>Frequently asked questions (parent information)</b>	<b>10</b>
<b>Guidelines and Tips</b>	<b>10</b>
<b>Some suggested strategies for behaviour management</b>	<b>12</b>
<b>Pastoral Care</b>	<b>13</b>
Student Pastoral Care	13
Parent Pastoral Care	13
<b>We are here to support you</b>	<b>14</b>
<b>Key Contacts</b>	<b>14</b>

## Online Learning Overview

Online Learning at Freshwater Christian College will ensure continuity of learning in a new format. Online Learning is by necessity quite different from face-to-face, classroom-based learning. Using the tools available to our students and staff, learning is more flexible in terms of time requirements and sequencing.

### Kindergarten overview

Kindy students and parents will be able to remain connected to the Kindergarten staff through short videos of group times, devotions and activities for children to interact with on a daily basis.

### Primary overview

Students will begin the day with a daily 'Form Class' Meet between 8:30 to 9:15 am (refer to the suggested daily routine located in this document) for more information. Year level teachers will provide specific details for days, times and set up to parents, along with communicating to older students directly.

Students in Junior Primary (Prep to 2) will have their online program **uploaded daily** via their Learning Management System (LMS), called Seesaw, and will include learning routines in English and Mathematics along with set course work for those subjects and Science and HASS. Students in Senior Primary (3 to 6) will have a combination of daily and weekly tasks set for them via Google Classroom which will also include learning routines and set course work. In Primary, the only subjects expected to be assessed for the Semester One report card will be English, Mathematics, Science and HASS. All other subjects will be optional extras or elective choices which will not be assessed in line with Queensland Government advice. In Primary we aim to provide engaging learning experiences that will keep the students connected with their year level teachers and specialists via teaching video clips followed by a variety of learning activities which are guided and structured through the LMS but could be completed in a traditional way so as to limit screen time.

### Secondary overview

In Secondary, every subject class will have a weekly Google Meet, between Monday and Wednesday, in which teachers will outline what is expected for the week, present a checklist for learning objectives and provide an opportunity for students to ask questions in an open, visual forum. Students will have learning activities sequenced for them via their Learning Management System (LMS) (Moodle) which are aimed at ensuring students engage with learning and provide their teachers with valuable feedback through which teachers will gain an understanding of where students are at. Key aspects of learning will usually be presented via recorded video based around a 'Chunk' (key idea) and 'Chew' (learning activity) format.

Students may well be asked to use their textbooks where appropriate, pen and notepad, as well as a wide variety of online learning tools at their disposal. The majority of resources will be able to be downloaded to be completed offline (in case of poor Internet).

Students will also benefit from a daily 'Form Class' Google Meet each morning at 9 am.

Timetables will be available via Student Cafe and Parent Lounge when available (details will be emailed out to parents/students).

## **Devices**

Availability and devices used will vary depending upon which sub-section of the College students are in. It is expected that all students have Internet access of some sort. Please ensure the College is contacted if this is not possible.

Students should make use of headphones where possible, in order to provide clearer listening opportunities. The College has a limited number of headphones available for purchase from the Secondary Office if required (both 'in-ear' buds and over-the-head headphones).

## **Kindergarten**

Students are to use their parent/caregiver's device and are not required to have their own.

## **Prep to 2**

Students who have access to internet enabled devices at home are able to make use of these. Families who have identified a lack of device availability have the opportunity to contact the College so that a suitable loan device might be provided. Please note that these devices are limited in number. Prep to Year 2 students only require an iPad to be able to access their learning platform.

## **Years 3 to 6**

Students who have access to internet enabled devices at home are able to make use of these. The College would prefer devices with a physical keyboard, like our College Chromebooks, in order to ensure students are able to type effectively. Families who have identified a lack of device availability have the opportunity to contact the College so that a suitable loan device might be provided. Please note that these devices are limited in number.

## **Years 7 to 10**

Students are expected to make use of the College Chromebooks, provided as part of this year's move to 1 to 1 computing in Secondary. All applications and tools required to engage in Online Learning at FCC are available on these devices

## **Years 11 and 12**

Students are expected to continue to use their Bring Your Own Device (BYOD) as per the College's BYOD program, which began last year. Students have access to all the online tools and

applications (as with the Chromebooks) with the addition of being able to make use of Microsoft Office 365 desktop applications (Word, Excel, Powerpoint, etc). Students are strongly encouraged to use the Google GSuite applications in order to ensure there is no loss of their documents/files where possible. It is essential that students save their files to their Google Drive (via Google FileStream -preferred- or uploaded via their browser) to ensure their long-term file safety.

## Online Learning Portal

Our Online Learning Portal is a centralised hub containing links to the Learning Management Systems (LMS) and programs students will be using during online learning, as well as other helpful information for parents and students. You can access our Online Learning Portal from our website or using the following link:

<https://online.fcc.qld.edu.au>

## Learning Management System (LMS)

Our College is providing online education to our students via our existing Learning Management Systems (LMS). We use the following platforms for our students:

Kindergarten	Class Dojo	<a href="https://student.classdojo.com/#/login">https://student.classdojo.com/#/login</a>
Prep to Year 2	SeeSaw	<a href="https://app.seesaw.me">https://app.seesaw.me</a>
Year 3 to Year 6	Google Classroom	<a href="https://classroom.google.com">https://classroom.google.com</a>
Year 7 to Year 12	Moodle	<a href="https://moodle.fcc.qld.edu.au">https://moodle.fcc.qld.edu.au</a>

All students will 'meet' with their Form Teacher each day via video conferencing, as per the daily routines located further on in this document. Teachers will provide their Google Meet code via the appropriate LMS, and the virtual Form Class will occur through Google Meet

<https://meet.google.com/>

As we journey down this new path of Online Learning, we hope to continue refining and improving the way we use technology to enhance our quality learning and teaching. As we improve the ways of doing things, or new apps are introduced, students and parents will be kept informed and provided support via our LMS as well as our usual communication channels and our Online Learning portal.

## Suggested Daily Routines For Online Schooling

Structure or routine is essential in ensuring that students are productive in their learning while allowing for the vagaries of family life in this time. Below is a suggested daily routine. Please note, items marked with an \* are compulsory.

### Kindergarten

Kindy students are to follow their family routine and engage in the online program at a time suitable for their parent/caregiver.

### Prep to Year 2

Start Day	Breakfast & get dressed
8:30 - 8:45 *	Form Class - Conference Call, Daily Notices, Devotion, Roll Marked
8:45 - 10:00	Go to SeeSaw and begin online learning
10:00 - 11:00	Morning Tea and Free Play
11:00 - 12:30	Online Learning
12:30 - 1:30	Lunch and Free Play
1:30 - 2:30	Free Play or Extra-Curricular Activities (Choice Board)

### Year 3 & 4

Start Day	Breakfast & get dressed
8:45 - 9:00 *	Form Class - Conference Call, Daily Notices, Devotion, Roll Marked
9:00 - 10:30	Go to Google Classroom and begin online learning
10:30 - 11:00	Morning Tea and Free Play
11:00 - 12:30	Online Learning
12:30 - 1:30	Lunch and Free Play
1:30 - 2:30	Free Play or Extra-Curricular Activities (Choice Board)

## Year 5 & 6

Start Day	Breakfast & get dressed
9:00 - 9:15 *	Form Class - Conference Call, Daily Notices, Devotion, Roll Marked
9:15 - 10:30	Go to Google Classroom and begin online learning
10:30 - 11:00	Morning Tea and Free Play
11:00 - 12:30	Online Learning
12:30 - 1:30	Lunch and Free Play
1:30 - 2:30	Complete the day's online learning, then Free Play or Extra-Curricular Activities (Choice Board)

## Secondary

Start Day	Breakfast & get dressed
9:00 - 9:15 *	Form Class - Conference Call, Daily Notices, Devotion, Roll Marked
9:15 - 10:30	Go to Moodle and begin online learning
10:30 - 11:00	Morning Tea
11:00 - 12:30	Online Learning
12:30 - 1:30	Lunch
1:30 - 2:30	Complete the day's online learning, then Extra-Curricular Activities (Moodle) - optional

Secondary students will have a class conference call in the first timetabled time for each class (as per their timetable, available via Student Cafe: <https://tass.freshwatercc.qld.edu.au/studentcafe>). This class will also have it's roll marked each time.

## Student Code of Conduct for Online Learning

1. Students are not permitted to record, transmit or distribute, any synchronous or asynchronous instruction in any form distributed from Freshwater Christian College, including but not limited to audio, video or images. Students must maintain the security of their device and ensure that no other individuals or parties access the device to perform these functions.
2. Students where possible will message the teacher using Google Meet Chat at the start of each timetabled lesson.
3. Students are only permitted to join a teacher-initiated online meeting for live synchronous teaching when there are two other people present online. (This can include your parents).
4. In the event that a student notices that there are two or less persons online in a meeting, they must inform the teacher and all other students that this is the case. They must then leave the online meeting.
5. Students may communicate with the teacher or other students only about educational matters using appropriate and respectful language.
6. Students are expected to uphold all elements of the College [ICT Acceptable Use Policy](#).
7. Student engagement and communication will be expected to meet the same high standards as face to face interactions would at school, this includes being polite and respectful to peers and teachers during online learning.
8. Students are to never use Google Meet to video or audio call other students. All student interactions in Meet – via text, audio or video – are logged and monitored by teachers.
9. Any students that are in breach of any of the above will be contacted by their teacher and or Pastoral Care team or Head of School to discuss possible consequences and parents will be notified.

## Expectations of parents in relation to Online Learning

Freshwater Christian College is committed to student wellbeing, anti-bullying, child protection and high-quality delivery of education. With this commitment in mind, we wish to partner with parents and guardians in ensuring that online learning is safe, transparent and effective. Parents are asked to support synchronous Online Learning in the following ways:

1. Ensure that students have a suitable device and internet access. Where this is problematic, parents are asked to communicate quickly with the College so that solutions can be found.
2. Ensure that student involvement in all synchronous (live delivery) of learning takes place in an open place in the family home rather than in student bedrooms or other private spaces.
3. Where possible, observe the learning taking place in these online environments.

## Family Zone

### A Holistic Cyber Safety Program

We are committed to creating a cyber-safe environment for our College and are taking a holistic and long term approach. Our new program includes these key initiatives:

1. **Cyber Safety Hub:** The [Cyber Safety Hub](https://www.familyzone.com/freshwater) (<https://www.familyzone.com/freshwater>) is a great resource developed to keep our community aware of the latest cyber safety topics and issues. It also includes information and resources on Family Zone, and how it can benefit your family.
2. **School Filtering:** We have installed Family Zone filtering into the school network and on all College-issued student learning devices.
3. **Free Parental Controls:** All Freshwater families from Prep to Year 12 have been offered free Parental Control accounts from Family Zone. You can activate and use these accounts with your child's learning and their personal devices wherever they are. With your Family Zone account you can:
  - Monitor and control your child's internet use outside of school hours;
  - Disable school policy during school holidays, sick days, or for Online Learning; and
  - Optionally install Family Zone onto your children's personal devices (i.e. smartphones).
  - You can control up to 6 devices on the account provided by the school. You can find out more about this in your Family Zone account.

For those parents who were unable to attend the Family Zone launch Webinar on 31 March, a recording is available for all parents on the Cyber Safety Hub or at the link below.

- [Launch Event Webinar](https://cdn2.hubspot.net/hubfs/416543/freshwater%20getting%20started%20webinar.mp4)  
(<https://cdn2.hubspot.net/hubfs/416543/freshwater%20getting%20started%20webinar.mp4>)
- [Managing Screen Time During Remote Learning](https://cdn2.hubspot.net/hubfs/416543/COVID.mp4) (at home)  
(<https://cdn2.hubspot.net/hubfs/416543/COVID.mp4>)

## Frequently asked questions (parent information)

### **Will students still have access to Chaplain/Counsellor?**

Yes. Either students or parents can contact the College for support. We will initiate a suitable point of connection; or if absolutely necessary, in person with appropriate protocols.

### **What if my home Internet connection fails during an online class?**

Students have been asked to notify their teacher as soon as the connection reestablishes or call the College on 4055 1337; all online (live) classes will be recorded for students who experience internet issues. These will be available for streaming or downloading for watching later via their Learning Management System.

### **How do students ask questions during class (on microphone)?**

General protocols include typing on the message board that either they have a question (whereby the teacher can unmute an individual student) or type the actual question in and the teacher can answer for the whole class.

### **Break times and bathroom breaks?**

The majority of learning will occur asynchronously (at the student's own pace). Except for scheduled Google Meet conferences, students will follow their checklist and the Learning Management System to meet their weekly required goals. If a student needs to go to the bathroom during a live meet, the device MUST NOT be taken into the bathroom with them.

### **Will students be following their normal daily schedule if/when learning from home?**

No. Suggested routines are provided in this document. While it is important to maintain some routines, when learning at home it is more important that this fits in with the family routine.

### **Will an iPad be okay for students to use at home?**

For Primary students: Yes. Secondary students will need to use their College supplied Chromebook (Years 7 to 10) or their own Windows 10 or MacOS laptop (Years 11 & 12) as normal.

### **What about the Learning Support students?**

Yes, Learning Support will continue via Google Meet, email and/or by phone call. Staff will be available for assistance.

## Guidelines and Tips

Students are expected to set aside regular, focussed study time and submit work as usual.

We recommend that where possible, the children in your care are using their device in a “public” area of your home.

Please ensure that your child is dressed in appropriate day wear when using their device. Guidelines for a casual dress day at school should be followed - these are found in the Student Diary.

If your child is not using a College issued device and you have opted out of the College provided “Family Zone” cyber safety program, please check you have appropriate internet filtering, parent controls and privacy settings in place on the device that your child is using.

College Policies regarding ICT and online safety remain applicable during this time of remote learning. Further information about staying safe online is available from the e-Safety Commissioner: <https://www.esafety.gov.au/key-issues/covid-19>

Students are not expected to work if they are unwell. Please email [absentee@fcc.qld.edu.au](mailto:absentee@fcc.qld.edu.au) to let the College know if your child will not be studying due to illness.

Online learning can be challenging for students for a variety of reasons. These are some things to take into consideration:

- Student’s ability to learn and work independently.
- Self motivation will vary according to your child’s age and maturity.
- The home environment may be more distracting for some students, especially with siblings in view.
- Contact with peers during remote learning can distract from productive work habits. Be aware that not all conversation is collaboration.
- The amount of parent and teacher support may be limited.
- Students can expect remote learning to be different from face-to-face learning in a classroom with “live” discussion.
- It will take a different amount of time for students to complete online learning - this may be longer or shorter, depending upon the task.

Please check in with your child regularly to see how they are going with their online learning.

Please check your email regularly for communication from teachers and other College staff.

Please check our Learning Management System (LMS) regularly for additional information. Lesson content is to be used for educational purposes only.

To remain compliant with copyright laws, we ask that you do not share any videos that we provide.

Please keep in mind that privacy applies to all Freshwater Christian College students and staff. Please refrain from sharing clips or images on any social media channels (including but not limited to WhatsApp) which include images or comments of anyone other than you or your own child. This relates to intellectual property as well. A reminder, comments, videos and work samples should not be copied in any way. Our Privacy Policy can be found here <http://www.freshwatercc.qld.edu.au/wp-content/uploads/2020/03/Privacy-Policy-v2.3-1.pdf>

## Some suggested strategies for behaviour management

Reference - *Melbourne Child Psychology and School Psychology Services*

### **Modeling Behaviour**

Children learn by watching everyone around them, especially their parents. When you use manners and good coping strategies, you teach your children to do the same.

### **Behaviour + Attention = More Behaviour**

The best way to improve behavior is to give children a lot of attention when they are doing something you like and remove your attention when they are doing something you do not like. An easy way to increase good behaviors is by describing their behaviours and praising them when they make a real effort.

### **Make expectations explicitly clear**

Simple, clear instructions are the best way to communicate. Sometimes these will need to be repeated. Sometimes it is also beneficial to have a visual cue - pictures or a list for students to follow.

### **Be CONSISTENT**

(<https://www.melbournechildpsychology.com.au/blog/working-together-the-importance-of-consistency-in-parenting/>)

While adults are expected to adapt and reprioritise throughout the day, it's not realistic to expect kids to do the same. They'll struggle with the mixed messages, and be more likely to question why they're expected to do things. Consistency helps kids to feel secure and confident.

### **Routine, routine, routine!**

A solid family routine lends itself to a happy and functional household. It helps to solidify expectations, and make sure that kids meet them on a daily basis. It also helps kids to feel safe in the reliability and security of home life — something that they may not have at school. And a routine makes it easier for parents to follow through with the rules that they've set for themselves and for the rest of the family.

A routine doesn't have to be oppressive. Start by framing yours around things that happen every day already: Dinner time, school work, chores — try to schedule them in for the same time every day, and then shape new additions to your routine around them.

## Pastoral Care

Freshwater Christian College's strong pastoral care program will continue as the College transitions to online learning. The College recognises that students may be feeling increasingly overwhelmed with the influx of updates and changes facing their immediate family structure and within their wider community network. This, coupled with the natural anxiety they will be experiencing in an unstable global environment, presents us with a very real need to continue to deliver strong pastoral care.

## Student Pastoral Care

Students in current care with the Pastoral Care team will maintain their communication avenues. This will be achieved by way of:

- A. on-site regular appointments agreed to by parents and student services where government regulation allows
- B. off-site counselling by way of phone or Google Meet, or email with counsellor or chaplain

Students identified as vulnerable or at-risk due to mental health concerns and/or learning needs will continue to come on-site where agreed upon by parents and College administration to maintain a balance of human contact and learning, considered critical to the maintenance of learning and/or mental health of at risk/vulnerable students. We will comply with government regulation if a society-wide lockdown is enacted and move to off-site check-ins by way of phone, Google Meet or email with agreed upon connections to support staff which may include Heads of School.

## Parent Pastoral Care

The College's website COVID-19 page has a series of resources for the community in light of the current situation. This includes but is not limited to links to documents on hygiene, federal government updates, mental health support links, and access to pivotal updates for the College learning community when online.

In addition, parents are welcome to maintain email and or phone contact with administration. These calls and emails are not limited to questions about online learning but we encourage parents to make contact if they note their child struggling with wellbeing so we can activate a College support plan.

We have also established a COVID-19 Hotline for parents to use should they need support or assistance. A dedicated mobile (number 0439 799 233) is available during the hours of 8.30 am to 3 pm Mondays to Fridays or parents can send an email to [C19hotline@fcc.qld.edu.au](mailto:C19hotline@fcc.qld.edu.au) at any time.

## We are here to support you

Our priority as always is the wellbeing of our students and families, and we are committed to getting through this with you and your family.

We want to look after you. If you need assistance in any way, please don't hesitate to reach out to us to let us know.

Please see the key contacts below. If there is something concerning you that is not listed, please contact the COVID-19 Hotline and staff will be able to direct you accordingly.

## Key Contacts

<b>Class program, subject information, assignment/assessment requirements or resources</b>	<b>Your child's teacher</b> Via email or message through your child's LMS. (Teachers are available during usual working hours).
<b>Absent from online school</b>	To notify your child is sick and unable to attend online class <a href="mailto:absentee@fcc.qld.edu.au">absentee@fcc.qld.edu.au</a>
<b>Wellbeing and pastoral care</b> (8 am to 4 pm on school days)	<b>Pastoral Care team</b> David Anderson - Director of Pastoral Care Wendy Smith - College Counsellor Carla Pappas - College Chaplain  4055 1337 or 0408 560 164 <a href="mailto:pastoral.care@fcc.qld.edu.au">pastoral.care@fcc.qld.edu.au</a>
<b>Other support</b>	<b>Family Care Liaison team (COVID-19 Hotline)</b> 0439 799 233 <a href="mailto:c19hotline@fcc.qld.edu.au">c19hotline@fcc.qld.edu.au</a>
<b>Administration</b> (8 am to 4 pm on school days)	<b>College Reception</b> 4055 1337 or 0408 483 581 <a href="mailto:info@fcc.qld.edu.au">info@fcc.qld.edu.au</a>  <b>Kindergarten</b> 4243 3640 or 0419 911 787 <a href="mailto:kindy@fcc.qld.edu.au">kindy@fcc.qld.edu.au</a>  <b>Primary</b> 4243 3630 or 0408 493 048 <a href="mailto:primary@fcc.qld.edu.au">primary@fcc.qld.edu.au</a>  <b>Secondary</b> 4243 3620 or 0408 534 402 <a href="mailto:secondary@fcc.qld.edu.au">secondary@fcc.qld.edu.au</a>

<p><b>Online Learning Technical Support</b> (related to LMS, programs, etc)</p>	<p><b>Kindergarten</b> Kindergarten parents should contact kindergarten staff.</p> <p><b>Primary</b> Primary parents should first contact their child’s teacher(s) as a first point of contact. Their teacher will either be able to assist and resolve the issue, or will escalate it to their second line support.</p> <p><b>Secondary</b> Secondary students should first contact their teacher, or request assistance through the support tab on Moodle (i.e. “Need Help?” button) if their teacher is unavailable.</p>
<p><b>I.T. Technical Support</b> (related to College-issued devices or accounts)</p>	<p><b>IT Department</b> <a href="mailto:service.desk@fcc.qld.edu.au">service.desk@fcc.qld.edu.au</a></p>
<p><b>Parent Fees/Accounts</b> (Business hours)</p>	<p><b>Finance Department</b> 4055 1337 or 0408 609 110 <a href="mailto:finance@fcc.qld.edu.au">finance@fcc.qld.edu.au</a></p>
<p><b>Curriculum Support/Heads of Faculty</b></p>	<p><b>Primary</b></p> <p><b>Prep to Year 2</b> Kareena Walmsley <a href="mailto:kareenaw@fcc.qld.edu.au">kareenaw@fcc.qld.edu.au</a> Judy Mellor <a href="mailto:judym@fcc.qld.edu.au">judym@fcc.qld.edu.au</a></p> <p><b>Year 3 to Year 6</b> Kim Hall <a href="mailto:kimh@fcc.qld.edu.au">kimh@fcc.qld.edu.au</a> Jackie Kennedy <a href="mailto:jackiek@fcc.qld.edu.au">jackiek@fcc.qld.edu.au</a></p> <p><b>Secondary</b></p> <p><b>Curriculum Coordinator + English and Humanities</b> Helen Schwarz <a href="mailto:helens@fcc.qld.edu.au">helens@fcc.qld.edu.au</a></p> <p><b>Maths and Science</b> Lisa Grenfell <a href="mailto:lisag@fcc.qld.edu.au">lisag@fcc.qld.edu.au</a></p> <p><b>Arts, Technology and Sport</b> Caleb DeVries <a href="mailto:calebd@fcc.qld.edu.au">calebd@fcc.qld.edu.au</a></p>
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**PATHWAYS TO A  
PURPOSEFUL FUTURE**

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