17 April 2020

Dear Parents and Carers

As we finalise our preparations for home-based learning, please be reassured that despite the challenges, our school staff are ready to support the learning and wellbeing of every Fernbrooke State School student. Your support during these times as a school community is appreciated.

Every day of education is important to a child’s future. Learning for students this Term has been carefully mapped out by teachers for each year level. Term 2 will commence from Monday 20 April. Students learning from home will be expected to be in attendance online or completing their paper based activities for each day of the school term, as per usual.

**Learning modes**

As a school we have planned for student learning in the following four scenarios.

1. Face to face learning at school - for children of essential workers and those students that are vulnerable
2. Online learning through virtual classrooms
3. Partial online learning via access to digital resources with some paper based learning
4. Paper based learning

Where the student is learning at home, the parent or carer is responsible for the student’s safety and wellbeing at home or elsewhere.

**Survey**

In order for us to best plan for each of the 4 learning modes, we ask that you please complete the following online survey <https://www.surveymonkey.com/r/R7LJRP8> (this link was also sent to parents/carers via SMS, please only complete once) regarding the anticipated learning mode for your child/ren. This information will help us to determine the choice of learning for your child/ren for the first week of Term 2. We are very conscious that the learning curve for online learning and home-based learning for teaching staff, parents/carers and students has been very steep. This will continue next week as we deliver teaching and learning in each of the above learning modes.

**Home-based learning**

Home-based learning is very different to learning at school both in preparation and implementation. Home-based learning will take a maximum of 3 hours/day to ensure it is manageable for parents and teachers. Teachers (and teacher aides) will interact with students regarding their learning via telephone, the virtual classroom (eLearn Blackboard) platform and email.

To date we have had an extensive number of families register their children for online learning. Please email [fsscoachhoc@fernbrookess.eq.edu.au](mailto:fsscoachhoc@fernbrookess.eq.edu.au) with your child’s name and class to register if you haven’t already and are planning for your children to learn online at home.

Our class and specialist teachers have developed differentiated Mathematics, English, Science, Health and PE, The Arts and HASS lessons. These will be implemented following a daily timetable that will be provided to parents and students each day.

Each day teachers will be:

* Teaching students of essential workers and vulnerable students face to face at school
* Developing future lessons and digital content, marking work and providing students with feedback regarding their learning
* Making telephone calls to students and parents
* Emailing students regarding their learning (on the student’s school email only).

Students who have additional learning requirements will have a greater level of telephone, online one to one and group interaction with support staff throughout the week. Staff will be in contact to discuss this with the parents of these students.

**Online safety tips for our students**

Please discuss the following online safety tips with your children: when working online stay safe by setting a strong password, take regular breaks, do not share personal details and turn off location settings. If you receive an email or message from someone you don’t know, tell an adult straight away. The same rules apply at home as they do at school. When logged in with your EQ username all activity can be tracked. Please stay safe when online at home, just like you do at school.

**Home-based learning routine**

The success of home-based learning is dependent on establishing a suitable learning space and a structured routine. To support you in this we will set and communicate a daily routine. Learning activities will start each day at 8:30am sharp. Teachers will be online at specific times only. We need you to ensure students maintain the same bedtime and morning routines they have on a normal school day. We also ask that daily reading is built into the daily routine.

**Morning email for home-based learning**

Each morning at 8.30am both parents and students will receive a message from their teacher via email. It will outline the activities for the day, the timetable for any teacher interaction via learning discussion boards, and provide links to resources and other important information that will help parents to support learning. As part of monitoring student attendance of home-based learning we ask that parents / students learning at home reply to the email from their teacher by 8.45am. Students who attend school for face to face learning do not need to reply to the email.

**Daily Timetable**

8:30am: Morning email from teacher: learning outline arrives in student and parent inboxes

8:30am-8:45am: If learning from home, please reply to the teacher’s email to confirm student participation. Setup learning space, log on and open email/Virtual Classroom or organise paper materials ready for learning.

8:45am-10:45am Learning Block 1

10:45am-11:30am Break

11:30am-12:45pm Learning Block 2

**Paper based learning**

We will provide parents and students with paper based learning materials as requested. Please complete the online survey (above) to help us best cater for the learning needs of all students. Collection and drop-off of paper based learning materials will occur this Monday (20/4/20) from 7.00am – 8.30am. Parents will drive through the drop-off and pickup zone as well as the car park lane to collect materials for the upcoming week.

**Attendance Procedures**

We will be collecting student attendance information every day as we normally would. This will be slightly different to our usual methods. At 8.30am each day teachers will email students and parents with the daily learning timetable. If your child is learning at home, please reply to this email (by 8.45am) confirming that your child is learning at home for the day. Students whose parents are essential workers or are vulnerable and attend school face to face will have their name marked off the class roll. Students who are sick or unable to attend school or learning at home for the day will be required to call the school’s absence line on 38197466. If the office has not heard from a student regarding their learning for the day an SMS message will be sent. Please respond to the message as soon as possible.

**Students attending school for face to face learning**

Students of parents who are essential workers or who are vulnerable and intend to attend school to participate in face to face learning need to remember the following expectations:

* School starts at 8.30am and concludes at 2.30pm.
* Students need to be in full school uniform.
* Students need to bring their morning tea, lunch, snack breaks and a water bottle.
* Students will meet in their normal classrooms on Monday 20 April (at 8.30am).

**Process to borrow IT**

We understand that some families may not have access to IT resources. Not all learning willbe online, however we can discuss the possibility of loaning a school device to your child for the purpose of completing their online learning if needed. Please email [fsscoachhoc@fernbrookess.eq.edu.au](mailto:fsscoachhoc@fernbrookess.eq.edu.au) if you would like to discuss this option further.

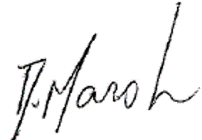
**Communication with the school**

Fernbrooke State School is a large primary school of over 1000 students. Communication between the school and parents and parents and the school is a priority. We encourage parents in the first instance to email your child’s class teacher if you have any questions relating to student learning. For other enquiries related to online learning or paper based materials please use the [fsscoachhoc@fernbrookess.eq.edu.au](mailto:fsscoachhoc@fernbrookess.eq.edu.au) email address. For other queries please use the [Admin@fernbrookess.eq.edu.au](mailto:Admin@fernbrookess.eq.edu.au) email address or call the school on 38197444. We will endeavour to return your emails and phone calls as quickly as possible.

**Thank you**

Thank you for your patience as we embark on this new adventure within our school community. As a staff our mantra is to do ***#whateverittakes@FSS*** for each and every one of our kids and families to make this a successful teaching and learning experience. We look forward to working with you throughout the coming weeks and months.

Sincerely



Darren Marsh

Principal