



BRISBANE GRAMMAR SCHOOL

BGS Home-based Learning Student Handbook

20 April 2020 | Version 1



Being a successful online BGS student



BGS Values for Online Community

Protocols to be Smart, Safe and Responsible Online

Student Timetable

Useful Study Tips

Being ready for learning

- Know your timetable and what is expected for the day ahead. Be on time for every class.
- Ensure you have completed all tasks set to prepare for lessons.
- Make sure you are ready. Have all of the resources you need (Tablet charged, necessary files downloaded, pens, paper, water bottle).
- Make sure you organise the space you have so that it is comfortable and appropriate for your learning, with minimal distractions (including the removal of mobile phones).
- Wear comfortable, suitable clothes for class.
- Be aware of and follow the School's policies (Child Protection Policy, ICT Use Policy, Bullying Policy, Social Media Policy, Code of Expectations and Behaviour, Privacy and Behaviour Management for Students, Assessment Policy).

Starting the Day

- Get up well in advance of starting time for Tutor Group. Eat Breakfast.
- Be logged on and ready to start at 8.15am.

Planning

- Create and follow a daily and weekly routine based on your timetable.
- Be proactive in breaking up tasks and allocating time to complete various parts.
- Plan how time will be used to ensure quality in your work.
- Consider and use all of the resources you have available to you (including peers) to fulfil your plans.

Engaging in Learning

- Interact, think, create, be curious and contribute
- Take initiative
- Meet all deadlines

Reflecting & Preparing

- Reflect on your progress and identify strategies and actions for improvement.
- Be aware of your own wellbeing (monitoring motivation, concentration, engagement and emotions) and share this with your peers, parents, teachers, and Head of Year.

BGS values for online community



Respect

- Be mindful and supportive of other students' rights to learn
- Respect School policies
- Be the best off-campus student you can be

Endeavour

- Take responsibility for your own learning by:
 - Being fully engaged during scheduled lessons and guided study
 - Setting goals and monitoring progress
 - Actively seeking assistance when it is needed

Learning

- Know what the learning goals and success criteria are for every activity
- Consider progress in terms of the quality of thinking captured
- Persist when faced with obstacles in learning
- Seek and make use of feedback from peers and teachers and share what you have done as a result

Community

- Be conscious of the contribution you make that helps others to engage and learn
- Have patience and respect when communicating with teachers and peers
- Express gratitude to others for their contributions to your engagement and learning (teachers, parents, peers)
- Be proactive about sharing thinking, asking questions, seeking information, and clarifying with your peers and teachers
- Give constructive feedback to the School about how things are going (via the weekly survey)

Leadership

- At all times, interact positively
- Lead others by helping to lead in group tasks so that others become and stay engaged
- Lead self by balancing 'time on task' (screen time) and relaxation time, including physical activity



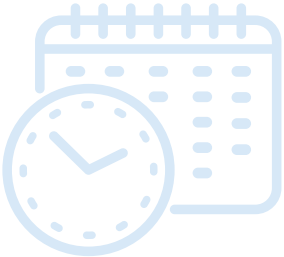
Protocols to be smart, safe and responsible online



- Ensure you continue to save files in Microsoft OneDrive and backup regularly.
- Test your audio and video in advance. Use the inbuilt 'make a test call' or testing wizards to check things are working properly. The use of a headset is recommended.
- Be familiar with the following features that are enabled in MS Teams:
 - Video function by students in meetings
 - Chat ability by students
 - Scheduling a meeting by students
 - Application sharing by students
- Check with your teachers about how to raise questions (via text chat or audio).
- Abide by the rules for participating in online chat sessions:
 - Ensure an adult in the home is aware an online session is being conducted;
- Attend the online sessions in a shared space, such as a dining room or lounge room;
- Always keep the webcam off, except when invited by the teacher to share work with the session;
- Keep the microphone on mute unless contributing to the discussion or asking a question;
- Post only appropriate images, text or other content in the chat;
- Do not allow any unauthorised access to the online meeting;
- Do not mute or interfere with the participation of any other student in class meetings;
- If asked by the teacher, you must enable your video. You may also be asked to share your screen to demonstrate your work (at all other times, you can leave the video off to conserve bandwidth);
- Don't use the chat function unnecessarily;
- At the end of the meeting, you must hang up prior to the teacher;
- Use background blur and/or avoid distracting settings during meetings (such as thoroughfares or active spaces);
- The use of filters, audio modifiers or other distracting images are prohibited.
- As per the School's ICT Use and Privacy Policies, students are not permitted to record meetings or use images from meetings without the express permission of the teacher.
- Communicate with teachers only through school approved channels and platforms (i.e. Teams & Canvas).
- If you have a problem with applications (e.g. OneNote, Teams, Word) on your device, use/check the web versions of these applications via <https://office.brisbanegrammar.com>.
- Any faults with ICT should be reported to <https://servicedesk.brisbanegrammar.com>.



Student Timetable



8.15am – 8.30am	Tutor Group / Daily Check-in
8.30am – 9.45am	Period 1
15 minutes	Break
10.00am – 11.15am	Period 2
15 minutes	Break
11.30am – 12.45am	Period 3
45 minutes	Break
1.30pm – 2.15pm	CS: Consolidation Study Session
15 minutes	Break
2.30pm – 3.00pm	PS: Preparation Study Session
30 minutes	Break
3.30pm – 4.00pm	Homework 1*
4.00pm – 4.30pm	Homework 2*
4.30pm – 5.00pm	Homework 3*

How does the online learning timetable work?

- Your BGS timetable is designed to optimise online learning experiences and to provide a set routine of study for each school day.
- You will continue to study all the same subjects but differently arranged.
- Your online timetable runs on a 10 day cycle, meaning that you study your subjects in three long blocks each day followed by dedicated consolidation and preparation sessions.
- The longer sessions of 75 minutes will better suit the pace and structure required for effective online learning.
- Each school day begins with a wellbeing check-in with your tutor groups at 8.15am.
- The short breaks in between lessons will enable you to recharge, stretch and move, set up for the next class and resolve minor technical issues.

What should you be doing during the Consolidation Study Session (CS) 1.30pm – 2.15pm?

The CS session is 45 minutes and should be used as 3 x 15 minute blocks where the day's learning is consolidated, that is, brought together in a meaningful and coherent way. Consolidation is a way of developing and practising the reflective mindset necessary for good revision habits and the effective use of using perusal time in exams.

- Locate today's lesson in terms of your unit outline and/or assessment checkpoints and assign your own progress a rating (1 low to 5 high is a good measure).
- Identify the main learnings / learning goals from today's session and restate these in your own words (synthesising your learning to no more than three essential points is effective).
- Re-read your notes from the session, amending and updating these as necessary for clarity and detail, ensuring that you can locate them for future revision.
- Review and edit any writing or exercises undertaken in the session, checking the accuracy and quality of your responses and again assigning your own rating.

- Locate, highlight and revise any new concepts, procedures or content from the lesson and check your understanding of these.
- Now is the time to ask clarifying questions of your peers and/or teachers via Teams or email.
- Ensure that all documents and resources are correctly named and filed in your OneNote.
- Check that you can locate and understand the requirements for homework and any preparation for the next lesson required of you.
- Check your timetable and Outlook calendar to see when this lesson next occurs and schedule your preparation session accordingly.

What should you do during the Preparation Study Session (PS) 2.30pm – 3.00pm?

The PS session is 45 minutes and should be used as 3 x 15 minute blocks where learning for the next day is prepared, that is, students ensure they are set up for success in upcoming lessons. Preparation is essential to maximising the learning in every session, reduces anxiety and builds good habits.

- Check your timetable and Outlook calendar and identify the sessions you have tomorrow.

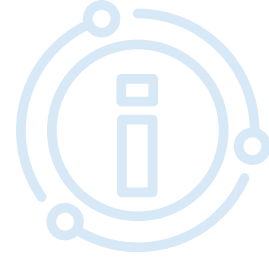
- Spend 15 minutes on each subject in preparation for tomorrow's learning.
- Locate tomorrow's lessons in terms of your unit outline and/or assessment checkpoints.
- Identify the assessment (IA) you are preparing for in this unit and when it is due.
- Check that any homework set from the last lesson has been properly completed.
- Review the relevant Team and OneNote and ensure that you are up to date and check whether your teacher has set any additional work in preparation.
- Check that any questions you had from the last session have been clarified.
- Ensure any feedback you have received or any additional work or research you have done is correctly named and filed.
- Read/view/review the essential material required in preparation for this lesson, including completion of any pre-quizzes or pre-reading.
- Assign your readiness for each session a rating after completion of all preparation activities.

What do you do during the Homework* sessions?

Homework sessions are assigned and used differently by different year levels and different subjects. Homework* sessions are marked with an asterisk because of these variations and the timings can be adjusted to better suit personal and family needs (e.g. the Homework* sessions could be shifted to commence at 7.30pm).

- Middle School students will use one or two homework sessions, while Senior School students are likely to use all three.
- Middle School homework typically includes short practice activities to check student progress and understanding.
- Senior School homework will include research, extended reading, drafting, revision of key concepts and the completion of checkpoints.

Useful Study Tips



- Set a timer before a study session and have a break only when the timer stops.
- Set your own deadlines for tasks.
- Block out time each day in your diary to work on specific tasks.
- Plan to do at least one substantial task each day, and start with the hardest/one you are avoiding.
- If you are having trouble starting, just promise yourself that you will do 10 minutes of work. That is often enough to get in the flow of studying.
- Download apps that temporarily block social media on your phone or computer to help reduce the distractions.
- Put your mobile phone in another room so that you can't easily check it while studying.
- Team up with a buddy and mutually support each other's learning – tell your buddy what you will be working on and ask them to check in with you at a certain time. A buddy can help you stay on track.
- Make a to-do list with achievable tasks (not write assignment, rather write introductory paragraph) that can be completed in under an hour. Check each task off as you complete them, and include rewards on your to-do list.
- Be kind to yourself when you are struggling with motivation and avoid the negative self-talk. There is a lot going on!





BRISBANE GRAMMAR SCHOOL

Brisbane Grammar School

Gregory Terrace
Brisbane QLD 4000

T +61 7 3834 5200

E reception@brisbanegrammar.com

W brisbanegrammar.com

CRICOS Provider Number 00489C