



BRISBANE GRAMMAR SCHOOL

HOME-BASED LEARNING PARENT HANDBOOK

From the Headmaster

This digital handbook has been produced by members of the Senior Leadership Team to support parents during this current period of home-based learning.

Brisbane Grammar School remains committed to ensuring the physical, intellectual and emotional wellbeing of our students during the COVID-19 pandemic.

That the School has needed to respond to this current situation with such speed reinforces the importance of teachers, students and parents openly communicating to share ideas, successes, challenges and problems.

I am confident that we will navigate this current challenge with resilience, collaboration, compassion and optimism, and emerge with the same strong community spirit that has always been the hallmark of Grammar.

We know that normalcy in times of stress is important and therefore continuity of learning, wellbeing and social connection for our boys remains our priority at this time.

For more information, please see below.

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Headmaster

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CRICOS Number 00489C

Overview: What is the BGS Curriculum Continuity Plan?

The School is committed to continuing the delivery of the Academic, Student Wellbeing and Cocurricular programs and has adapted the 2020/2021 plans to ensure learning at home is supported by BGS during this current situation.

In summary:

- The normal school timetable will operate online with formal 'lessons' designed and delivered by teachers (Years 7 to 12 from 31 January).
- Students will log on and participate in learning as scheduled each day.
- All necessary curriculum materials and instructions are available online via the School's platforms.
- CP time and homework sessions as programmed are essential learning.
- Engagement with learning will be both:
 - synchronous (at the same time as the teacher and the class); and
 - asynchronous (outside of lessons times, such as follow-up questions, meeting checkpoints and working on drafts).
- Teachers will monitor student engagement and performance and provide feedback.
- IT support will be available for students, parents and teachers.

How can parents support their son's learning at home?

This advice to parents is drawn from research literature on home-based learning and from our expertise in educating students.

Many parents face multiple work and family challenges and we acknowledge the pressure this current situation is placing on households to also monitor learning.

When possible, support your son in the following ways:

- Encourage your son to become more resilient and more independent.
- Show interest in his focus and progress and invite him to share his learning with you.
- Be regularly present but exercise 'light-touch' monitoring.
- Check in with him at the end of each day to talk about his progress.

Your son's response to the online environment will in part be determined by his age, maturity, and capacity to self-regulate his learning and behaviour. Be aware that some students will take time to settle into the home-based learning environment. Therefore, early support with organisation and developing routines may be required.

To nurture independence and self-regulation:

- Encourage him to use the resources available.
- Direct him to teachers and peers to support his learning.
- Be aware of the routines BGS has established, and the expectations teachers have for students.

- Encourage your son to focus on one subject area and one task at a time.
- If your son experiences difficulties, encourage him to seek support through appropriate channels.
- If your son is unable to make progress in a topic, he should seek clarification via a Teams message or email to his teacher and move on to other study while waiting for a reply.
- Routines are always important in educating young people:
 - Set the expectation that your son is ready each morning to engage in the School's program.
 - Make clear your expectations as to how he will spend his school day.
 - Encourage physical activity within your home environment.
 - Insist that he keep normal bedtime routines. Sleep is vital to maintaining his wellbeing.
- Help your son to develop physical routines that create a positive learning environment:
 - Establish a space/location to learn that is a shared/family space with access to WiFi.
 - Avoid allowing your son to spend his 'at-home school day' in his bedroom.
 - Check your son can access Canvas, Teams and OneNote.
 - Remind your son to check his email and class Teams regularly for updates.
 - Assist your son to develop a study schedule to help organise his time effectively.
 - Establish clear expectations around social media, music, and the use of other devices.
 - Gaming is not acceptable during home-based learning time.
 - Mobile phones/devices other than the School-provisioned tablet are not permitted UNLESS they are being used as an extra screen or communication channel for online lessons.
 - Expect high standards of behaviour from your son while online.

It is important for all in the community to understand there will be a level of adjustment and some frustration for parents, teachers, and students as we navigate our way through this latest period of home-based learning.

Parents are encouraged to maintain contact as follows:

- If your son is unwell and unable to be online, please advise the School of absences via absences@brisbanegrammar.com.
- Contact your son's Head of Year if you have concerns about his wellbeing and/or learning. Your son's Head of Year will engage with Heads of Department and teachers for subject-related issues and will coordinate a response.

What are the BGS learning expectations for students during this period of home-based learning?

Many of the routines expected in home-based learning setting are the same as those expected at school.

The online classroom will require a strong partnership between teachers and parents to develop routines at home. Your son will be encouraged and assisted by his Form Tutor and teachers to focus on the following:

- Set up an organised, comfortable and appropriate learning space with minimal distractions.
- Be logged on and ready to start at 8.15am for Tutor Group, including being suitably dressed.
- Make the best use of time by:
 - Being organised (knowing the order of lessons and what should be done and when);
 - Being prepared for activities by completing preparatory tasks (these are pre-set by teachers);
 - Attending scheduled interactive activities with his class and teacher;
 - Downloading any learning materials required in advance of classes; and
 - Creating and following a daily and weekly routine based on the School timetable.
- Balance 'time on task' (screen time) and relaxation time.
- Abide by the School's policies regarding the use of technology.
- Save files in Microsoft OneDrive and back up regularly.
- Communicate with teachers regularly (work on other tasks while awaiting a response).
- Abide by the rules for participating in online sessions.

What are the School's designated IT platforms and how will access and use be managed?

The School offers and provides support for Microsoft Teams and Canvas (MyClasses) to provide curriculum resources, instructions and assessments specific to each subject. Both products provide tools for synchronous and asynchronous delivery of curriculum.

Students will continue to engage with tasks, revise and complete set activities in OneNote (which can be accessed through Teams). Many subjects also already use good online resources, such as Mathspace, Cambridge, Enhance TV, Digital Theatre Plus, various online music resources, etc. These are available in Canvas to which students will be directed by subject teachers.

Students will engage in activities that involve:

- Video sharing
- Online chat
- Scheduled meetings

- Application sharing

The benefits to students include the ability to provide lessons with teacher explanation, class discussion, sharing screens and allowing for social wellbeing check-ins. Virtual delivery allows students to remain connected and engaged with their learning, and with other members of the BGS community.

Technical issues:

- If you have a problem with any applications (e.g. OneNote, Teams, Word, etc.), close them and open the web versions of these applications via office.brisbanegrammar.com.
- Any faults with Tablets or unresolved problems with applications should be reported to servicedesk.brisbanegrammar.com and BGS ICT staff will provide assistance.

Brisbane Grammar School has high expectations of students at school and in the online environment.

What are the School's protocols for online engagement?

Your son must adhere to the following protocols to promote appropriate use of the software and the safety and privacy of students and teachers. In turn, this will help create and maintain a respectful, responsible and safe learning environment for users.

- Students are to test their audio and video in advance of lessons.
- The use of a headset/earphones is recommended during chat sessions.
- Students should check with teachers how to raise questions (e.g. emojis, text chat or audio).
- For younger children, ensure an adult in the home is aware an online session is being conducted.
- Respect others' rights to learn by not disrupting the session.
- Keep your webcam on, unless otherwise instructed. If you experience difficulties, indicate this to your teacher and await instructions before disabling it.
- 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.
- Attend the online sessions in a shared space, such as a dining room or lounge room.
- Students are never to allow any unauthorised access to the online chat.
- Students must not mute or interfere with the participation of any other student in class discussions.
- As per the School's ICT Use and Privacy Policies, students are not permitted to record lessons or use images from class discussions without the express permission of the teacher (some meetings will be recorded by staff, and when this occurs, students will be advised).
- If asked by the teacher, students must share their screen to demonstrate their work.
- Students are not to use the chat function unnecessarily.

- At the end of the meeting, students must leave the meeting when farewelled by the teacher.
- Students should use the background blur function and/or avoid distracting settings during lessons.
- At all times, the use of filters, audio modifiers or other distracting images are prohibited.

How will BGS manage assessment?

Year 12

If the period of home-based learning is extended beyond the scheduled week, the School will contact the QCAA to seek advice and support. From past experience, we are confident the QCAA will make it their priority to provide the reassurance that no Year 12 student will be disadvantaged.

Students should continue to maintain a good routine of study each day and stay in contact with their teachers and classes.

Students must continue to prepare for any upcoming assessment items.

Years 5 -11

Students should continue to maintain a good routine of study each day and stay in contact with their teachers and classes.

Students must continue to prepare for any upcoming assessment items.

If the period of home-based learning is extended, some assessments may be adjusted to better accommodate the online environment and allow students to show their learning progress.

How will my son's daily timetable be structured?

The regular timetable will operate from the week of 31 January (Week 1 cycle).

The online learning timetable with longer lessons and afternoon CP is designed for extended periods of home-based learning. An extended period would be of one month's duration or longer.

We know from previous years that online learning is slower than in the classroom, particularly with transitions between activities and lessons.

A sensible way to manage lesson changeovers is for students to exit lessons 1, 3 and 5 about 3-5 minutes before the scheduled end of lesson. This will allow for setup for the next lesson and the virtual 'move' to the next class.

How will the School communicate with parents?

The School will continue to communicate through already established channels – BGS website and emails.

The Headmaster will keep parents updated on major announcements from Queensland Health and the School's response to the current COVID-19 situation.

Who do I contact if I wish to ask a question or there is an issue with my son's learning?

If you have any questions or concerns, please contact your son's Head of Year in the first instance. If necessary, Heads of Year will contact relevant members of staff to address your questions or concerns.

YEAR LEVEL	HEAD OF YEAR AND ASSISTANT HEAD OF YEAR	CONTACT DETAILS
Years 5-6	Paul Kenny Justin Shears	paul.kenny@brisbanegrammar.com justin.shears@brisbanegrammar.com
Year 7	Sharee Verdon Carla Salmon	sharee.verdon@brisbanegrammar.com carla.salmon@brisbanegrammar.com
Year 8	Jon Hopes Mel Eveleigh	jon.hopes@brisbanegrammar.com mel.eveleigh@brisbanegrammar.com
Year 9	Larry Carmichael Ged Hales	larry.carmichael@brisbanegrammar.com ged.hales@brisbanegrammar.com
Year 10	Craig Timms Sarah Mcdonald	craig.timms@brisbanegrammar.com sarah.mcdonald@brisbanegrammar.com
Year 11	Sam Lobascher Tim Holzgrefe	samuel.lobascher@brisbanegrammar.com tim.holzgrefe@brisbanegrammar.com
Year 12	Simon Conway Brad Scholes	simon.conway@brisbanegrammar.com brad.scholes@brisbanegrammar.com

Who can my son contact if he has a question/concern or he has an issue with his learning?

For academic matters, your son should contact his normal subject teacher directly.

If your son needs assistance for wellbeing matters, he can contact his Form Tutor, Head of Year, Assistant Head of Year or one of the School Counsellors in Student Services.

Students are encouraged to make use of our confidential counselling and wellbeing services.

SCHOOL COUNSELLORS	CONTACT DETAILS
Dr Nathan Simmons	nathan.simmons@brisbanegrammar.com
Ms Jo Baxendell	jo.baxendell@brisbanegrammar.com

What is the School doing to ensure cybersafety during this period of home-based learning?

The School's long-established and comprehensive Child Protection policies and procedures apply in the online learning environment.

Other BGS policies that serve to regulate online behaviour are:

- Code of Conduct of Expectations and Behaviour (Student)
- ICT Use Policy
- Bullying Policy
- Social Media Policy
- Privacy Policy

Parents are welcome to view these policies on [MyGrammar](#).

Esafe monitoring will continue to occur during the quarantine period.

The reporting of any concerns relating to student safety will be made following the reporting guidelines included in the Child Protection Policy.

What will the School be doing to support student wellbeing during home-based learning?

Student wellbeing remains a priority for the School during this difficult time. Heads of Year and Form Tutors will communicate directly with boys and parents.

Student connection remains our priority. Year level and class activities will ensure students communicate regularly with their peers and teachers, maintain a connection to their Tutor Group and provide opportunities for engagement.

The Director of Student Wellbeing Programs has produced a range of learning resources to facilitate the online delivery of the curriculum across all year levels.

The Student Wellbeing Curriculum will be delivered by Form Tutors as per the Learning Schedule.

The GrammarWell initiative is a digital platform developed specifically to provide resources that support our students' social and emotional needs. Parents are invited to explore the platform and encourage their sons to access the resources. SchoolTV is also available.

The Student Services Department is also in full operation with School Counsellors available to consult with any students who are having trouble or concerns.

What will the School be doing to make cocurricular activities available for my son?

Cocurricular Sport and GPS Competitions

All sport offerings scheduled for Term 1 are operating under COVID-safe plans, to continue to provide engagement and healthy activity for our students.

Program-specific information is available on the MyGrammar Cocurricular pages for each sport.

Updates from the GPS Association of Queensland will continue to be shared with the BGS community via the BGS app and on the Cocurricular pages on MyGrammar, as these become available.

Cocurricular Activities (Clubs)

Clubs and special interest groups will either resume online or delay their commencement until all students return to campus, depending on the nature of their offering.

Updated information will be communicated through the MyGrammar Cocurricular pages.