



BRISBANE GRAMMAR SCHOOL

# BGS Home-based Learning Student Handbook

January 2022



# Being a successful online BGS student



Being  
Ready for  
Learning

Starting  
the Day

Planning

Reflect  
and  
Prepare

Engaging  
In  
Learning

BGS Values for Online Community

Protocols to be Smart, Safe and Responsible Online

Student Timetable

Useful Study Tips

# 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 (through your Head of Year or via student surveys)

## 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 emoticons, 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;
- Keep the webcam on, unless otherwise instructed. If you experience difficulties, indicate this to your teacher and await instructions before
- 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 share your screen to demonstrate your work;



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### **What should you be doing during the Consolidation and Preparation Time each day (12.20pm – 1.00pm)?**

**Consolidation Time** should be used to bring the day's learning is brought together in a meaningful and coherent way. It 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.

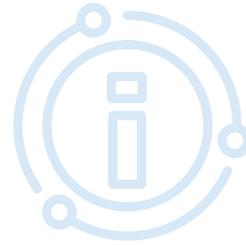
- Locate today's lesson in terms of your unit outline and/or assessment checkpoints and assign your own progress a rating (1 low to 5 high is a good measure).
- Identify the main learnings / learning goals from today's session and restate these in your own words (synthesising your learning to no more 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.

**Preparation Time** should be used to get ready for the next day's learning to ensure you 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.

# 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!





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