

Onboarding Process

1

Signed and accepted enrolment contract

Now that you have completed the Enrolment Application process, you are now in the Onboarding Stage of your enrolment.

2

Setting you up for success

The initial Onboarding Stage consists of many departments setting you up in their systems, as follows:

Enrolments Team: setting up your family record on our student database

IT Team: creating a Faith email for your students and a login password for you. Then, you and your student(s) can access Learning@Faith, where you will see your digital workbooks, submit assignments, and join live and recorded lessons.

Timetable Team: building your student(s) online timetable. This will be visible for you on Learning@Faith once it is set up.

Resources Team: collating hardcopy workbooks for P-6 students, which will be posted to your home address. (There is an option for printed workbooks in Years 7-9. Please see below.)

Finance Team: preparing your semester school fee invoice and emailing it to you.

3

Your to-do list

While you are waiting to be set up across our Faith systems, please view the Textbook Lists on our Resources website page (www.faith.qld.edu.au/resources) to establish:

- the resources that Faith will provide versus the materials you will need to supply
- which resources are available for loan from the Faith Resource Library
- which digital textbooks you may choose to purchase from your Box of Books account (some parents choose to purchase or loan elsewhere)

If your student is in Years 7-9 and you wish to have printed workbooks in addition to the provided digital workbooks, you can purchase them via the Resource page.

4

Final steps

The **IT team** will send you your log-in details for Learning@Faith. Be sure to familiarise yourself with your student(s) timetable. If you're feeling stuck, you can visit the Faith Help section in Learning@Faith for how-to videos or contact IT for help.

Your allocated **Primary Classroom Teacher** or **Year Level Coordinator (for Secondary and Senior)** will make contact with you to introduce themselves and welcome you to Faith!

5

You're in!

You should be ready to go 😊 We will see you online at your first lesson!

If you have questions or require support accessing any information, please do not hesitate to contact our friendly staff. Click the "Support" button on our website if you need help and aren't sure who to contact.

Stay Informed and Connected at Faith

We know there is lots of information out there. Here is your cheat sheet to know where to look!



Public Website

www.faith.qld.edu.au

- View Calendar and register for events, camps & sport
- Download booklists
- Contact staff via directory
- View Policies & Procedures



Password Protected Learning@Faith Portal

Access via Portals on Faith Website

- View timetables
- Communicate with teachers
- Submit assessments
- Attend online lessons
- Join co-curricular activities



Password Protected Sentral Parent Portal

Access via Portals on Faith Website

- Update contact details and address details
- View secure student records and medical information



Faith News

Access via News on Faith Website

- Subscribe  to manage your email preferences and receive our School Newsletter in your email inbox



@fcsde

Follow Public Facebook Page

- Follow along with students at camps, sporting events, and workshops
- Share to help our School grow!



Faith Distance Ed Families | FCSDE

Join Private Facebook Group

- Connect and ask questions with other Faith parents
- Buy/sell/swap textbooks
- Share photos

JOIN US FOR:

Faith Prayer

Virtual prayer group meets on Mondays at 1pm (access via Learning@Faith)

Faith Talks

Our online chapel service is livestreamed on Fridays at 11:30 am (access via Learning@Faith)

Assemblies

Various assemblies are held on Fridays. Check your student's timetable for more information.

Sport

Friday afternoons are set aside for sporting opportunities. These vary from region to region.

WHO TO CONTACT FOR SUPPORT

www.faith.qld.edu.au/support

Resources Team

Email resources@faith.qld.edu.au if you did not receive workbook packs or if you would like to borrow additional resources.

Faith Librarian

Email library@faith.qld.edu.au if you have questions about the booklist, such as hardcopy resources/novels/readers/textbooks or to ask general questions about Box of Books

IT & Faith Help

Email itsupport@faith.qld.edu.au if you need help with an access key for the Sentral Parent Portal or if you cannot log into Learning@Faith. Inside Learning@Faith, you can click on the "Faith Help" section for how-to videos, articles and more.

Finance Team

Email finance@faith.qld.edu.au for anything related to school fees, payment plans and invoices.

Pastoral Care and Wellbeing

Email pastor.was@faith.qld.edu.au to be connected with a School Chaplain. You can also submit prayer requests on our website.