

Remote Learning/ Home Based Schooling

1. Study Packs

Every student will receive a study pack on Monday 20th April. These packs will include information regarding:

- The Remote Learning process unique to Charleville SHS with responsibilities for Parents/Carers, Students and teachers. The back page is a tracking sheet that will guide students and parents/carers to complete work each day.
- A document indicating which classes will have work accessible online with the email addresses of all relevant staff.
- If the resources are not accessible online then the pack will include two weeks work for each subject.
- The plastic bag is labelled with the student's name. Use this same bag to return work to the school.

2. Collection of Study Packs

- Families can collect the study packs on Monday 20th April. To address the social distance issues, families are to drive through the school grounds from the Parry St entrance. No one is to leave their car. Staff will be handing the individual study packs at the Administration office entrance. To exit the school, depart through the Hunter street Gate.



Collect work from here. Tables will be set up and staff present.

- To avoid congestion the following arrangements have been made.
 - Families whose last name (Surname) begins with **A to E** are to collect their study packs at **10:30 am**
 - Families whose last name begin with **F to J** are to collect at **10:45 am**
 - Families whose last name begin with **K to O** are to collect at **11:00 am**
 - Families whose last name begin with **P to T** are to collect at **11:15 am**
 - Families whose last name begin with **U to Z** are to collect at **11:30 am**
- Alternative arrangements will be made with the few families who are unable to come to the school at the designated times.

- Students from Augathella will have their Study packs available for collection at Augathella State School at 11:00 am. Please arrange to collect those packs at 11:00am. If the study packs are not collected they will be stored at Augathella State school until Friday 24th April and then returned to the high school.
- Students of essential workers who must attend school will have their study packs delivered to J block.

3. Students whose parents are essential workers

- Students whose parents are essential workers and must come to school will be supervised in J block. They will be accessing their education exactly the same way as the students who are home based schooled.
- They will not be supervised by their class teachers. The only way they can access their teachers is via email or phone call the same as students who are home based.
- Students who are attending school will have their study packs delivered to J block.
- Breaks will be supervised in a restricted area and all social distancing will be respected.

4. Taking attendance

- Attendance will be taken daily. Students are to send an email each morning by 9:30 am depending on the year level.
 - Year 7 - LAH7@charlevilleshs.eq.edu.au
 - Year 8 - LAH8@charlevilleshs.eq.edu.au
 - Year 9 - LAH9@charlevilleshs.eq.edu.au
 - Year 10 - LAH10@charlevilleshs.eq.edu.au
 - Year 11 - LAH11@charlevilleshs.eq.edu.au
 - Year 12 - LAH12@charlevilleshs.eq.edu.au
- When emailing each morning, the student is to write the following:

Good Morning,

Today is Monday 20th April, 2020. I am Jane Smith in year 7. Today I will be learning at home and doing the following work.

- 1. Maths**
- 2. English**
- 3. HPE**
- 4. Humanities**

Sincerely,

Jane Smith

Year 7

- If students cannot access email and will still be attending home based schooling may send a text message before 9:30 am
- **Please text : 0428 220 673**
- If students do not contact the school by 9:30 am, parents/ carers will be contacted by text as the normal process for absent students.
- If there is a pattern of non attendance normal processes will occur including the possible prosecution process.

5. Returning work to school

- Students are expected to return work to school each week (by Friday 12 noon).
- Teachers will review and give feedback to the students. This submitted work will be considered formative assessment.
- The returned work can be emailed, mailed or dropped at the school at the designated drop box located on the eastern side of the administration block.



- **Ensure every piece of paper is named, as well as the class teacher's name.**
- The plastic bag is labelled with the student's name. Use this same bag to return work to the school. An extra bag will be supplied.

6. Contacting the school

- If there are issues/concerns/questions with a particular subject students/parents/carers may contact the teacher. Emails are the best form of communication.
- Phone calls can be made to teachers at any time, however, they may not always be available. Staff have been advised to be free for contacts from students at the timetabled times for each subject. Eg Year 9 Ag could call their teacher during period 3 on Tuesdays or Thursdays, period 1. As these are the timetabled times for year Nine Ag.

7. Second Study pack

- A second study pack will be available for collection on Tuesday 5th May. This pack will contain material for the remaining three weeks.

8. Continued communication

- Parents/carers will continue to be communicated with via email with any relevant information.
- Facebook will also be regularly updated.
- In regards to school format after week 5, as soon as the school is updated by the Queensland Government , families will be contacted via email.