



Senior Campus

A supporting document for Parents

2021

Overview

The Prince of Peace Lutheran College **FLEX@POP** plan for students on the Senior Campus will vary in detail and process as needed for each year level.

Guiding Principles:

- The College recognises that during these uncertain and rapidly changing times that parents, students and staff are operating within new circumstances under increased pressure.
- The highest priority at this time must be given to the health and well-being of all in our community.
- To uphold each other in prayer and to acknowledge each person's unique circumstance, many unknown to each of us.
- Flexibility within routine will be critical to sustaining **FLEX@POP**. This new environment **MUST** look and feel different to 'school' to be responsive to the individual needs of students and their parents.

Our Aim:

- To ensure, where possible, that our students continue to be engaged academically, physically, socially and spiritually throughout the weeks to come.
- To provide continuity of learning within the ever-changing social circumstances of society.

Shared Understandings:

- These are times never experienced by our students, parents and staff. Patience and love will be required in extra measure.
- Individual circumstances for those in our community change every day. Prayer and conversation will be needed to support those around us.
- The Lutheran Values we hold dear: Love, Justice, Compassion, Forgiveness, Service, Humility, Courage, Hope, Quality and Appreciation are needed in abundance as we each face new and challenging experiences.

What **FLEX@POP** will mean for students:

- Your child's learning will continue to be supported by Prince of Peace.
- All necessary curriculum materials and directions will be accessible online.
- Regular check-ins and question and answer opportunities with teachers will be available.
- Student learning will be more self-directed, but still supported by their subject teacher.
- Maintenance of regular study times each day.

As a parent you can expect information from the College via SEQTA. Due to the nature of Secondary schooling, we will communicate directly with students about work set and expectations, to encourage students to develop ownership of their learning.

Teachers may not always be available at the timetabled lesson time. We will aim to respond within 24 hours during the normal school day.

Our primary objective is the support of our students both academically and pastorally. There is a lot of information in this document but the most important thing you can remember is that we are still open and here for your family. If you have the slightest concern in any area, please Direct Message either the subject teacher, or Year Level Coordinators. Every student is part of the Prince of Peace Senior Campus Teams Page where students can connect with each other and their teachers.

A few Key Reminders:

- Student timetables serve as a guide –the teacher will generally be available at the timetabled time to support learning – but we understand that students will work at their own pace.
- Teachers will assign work for subjects on SEQTA. Via learn.princeofpeace.qld.edu.au (for students) and engage.princeofpeace.qld.edu.au (for parents) using the Courses tab – you will find the work the subject teachers have set for the day.
- Teams and SEQTA both offer collaboration spaces and chat functions which allow for students and teachers to connect at the class level and provide a *conversation* (chat) facility for questions and discussion.
- Many subjects already use digital or online resources, such as *Stile, Maths Pathway, Pearson Places, Literacy Planet and Clickview*, to which students will be directed.

A selection of physical and digital resources, including textbooks, may be provided to supplement their learning and make it feel as seamless as possible.

Getting prepared:

- Where to do schoolwork? If possible, do try to establish a space, free from distractions, with good wireless connectivity to the internet. Bedrooms are not an ideal place to do schoolwork.
- What will be the daily routine? This is a great conversation to have as a family. Families might decide to try to follow a regular school timetable as closely as possible – it does aim to have a balance of different activities across the day: time for academics, rest, socialising and exercise. Alternatively, you might schedule learning in a way that best suits your family situation. Always remember to check in – so teachers know that students are engaging with learning.
- Get dressed, and have breakfast (don't go virtual in your pyjamas)

How assessment will be managed:

- Assessment is usually timed to be the culmination of a program of learning, such as the end of a unit or a term.
- In the event of absences, illnesses and unforeseen circumstances that might impact students' learning, the College can adjust the dates and conditions for assessment.
- The College can also develop comparable assessment instruments so that all students have an opportunity to demonstrate their learning.
- Assessment methodology might vary by subject, in order to adapt to the new circumstances.
- All variations to assessment will be fair and reasonable and designed to give students opportunities to demonstrate their learning.
- We will continue to be advised by QCAA as to how to manage missed examinations, and implications for Senior Assessment.
- All assignments are still to be submitted by the due date. Extensions will need to be applied for in the normal manner.

Tips for Students

Set your space out each day. It is important to have a workspace that is clear, uncluttered and ready for work.

You may be involved in a Teams or ZOOM real-time chat, so you need to be appropriately dressed, sitting in front of a blank background, and ready to engage with others from your class.

Keep an eye out for daily challenges and other boredom busters on the Senior Campus Teams page.

REMEMBER— teachers and teacher aides are here to help.

Remember to email or message them if you require assistance.

Your health is important:

- Drink at least 2L of water each day
- Take breaks every 45–60 minutes
- Have morning tea and lunch, make sure it's healthy!
- Engage in some exercise
- Practice mindfulness each day
- Pray each day

7 Daily Steps to Success

1

CHECK IN

Use Teams for marking yourself present. Check your plan for the day on learn.princeofpeace.qld.edu.au - Courses

2

See what it is that you need to do! Your day will be based on your timetabled lesson. So, follow your timetable as best you can.

3

SEEK

Once you know your goals, seek clarification and guidance from your teacher via SEQTA or TEAMS.

4

ENGAGE AND RESPOND

Complete the set-learning experiences and save your responses. Make sure you are focused and have your phone on silent!

5

SUBMIT

Follow the teacher's instructions—submit your responses. You will either do this via Teams, SEQTA or Turnitin

6

REFLECT

Consider: Did I complete the learning activities from today's lesson? Do I need to email my teacher for clarification or assistance?

7

CHECK OUT

Log off and have some down time away from your screen.





STUDENT VIDEO CONFERENCING

Video conferencing provides a way for you to interact with your teachers, and such interactions should be of a similar tone to that which takes places in physical classrooms. Video conferencing should only happen by invitation.

If a teacher sends you an invite or meeting request with you individually, a small group, or your whole class, please make sure you have read and understand the following:

- Wear appropriate clothing as per our free dress rules.
- Have your camera on
- Locate your device within your home or work space so that it has a backdrop that does not include any inappropriate imagery.
- You should never take a video call in your bedroom.
- When you join a meeting, you will start off in a 'waiting room', before you are admitted.
- Make sure that your microphone is muted when not talking.
- If you would prefer not to engage in video conferencing, simply let your teacher and parent/s know.
- You do not need a Zoom account.
- All meetings will be recorded.
- On the subsequent day the recording will be placed on the relevant digital platform for this class.
- Do not forward a meeting ID to another student.
- Do not use Teams/Zoom to video or audio call another student. There are many private social media services

1

CHECK

Check SEQTA. for your learning for the day. Check into Teams each morning and afternoon to say you are present.

2

GET READY

Make sure your device is plugged in and your phone is on silent. Check that your work space and background is appropriate. Make sure you are dressed appropriately as per free dress rules. No Pajamas.

3

SCHOOLWORK POSTING

Make sure that your posts and chat are related to schoolwork. All comments and discussions must be relevant to the topic. Use SEQTA and Teams for schoolwork and other platforms for socialising.

4

APPROPRIATENESS

Be respectful to everyone. Digital interactions must use appropriate tone; text interactions on College platforms should not contain emojis (unless requested). Check your spelling and grammar, don't use text-talk, slang, or abbreviations; this is still school! Make sure your profile picture is appropriate (no memes).

5

ENGAGE IN LEARNING

Use 'Reactions' to engage with learning posts. Raise your hand or use the letter 'Q' if you want to ask a question.

What parents can do to assist with FLEX@POP:

- Establish routines and expectations.
- Encourage physical activity and exercise.
- Check SEQTA Engage and know what your children are working on each day.
- Ensure they have a quiet study space set up at home with access to Wifi.
- Remind your student to check their SEQTA, email and Teams regularly for updates.
- Encourage them to minimise distractions and to focus on one subject area and one task at a time.
- Monitor communications from teachers.
- Begin each day with a check-in.
- Check in with your child regularly to help them manage stress. In the morning, you could ask:
 - What are you learning today?
 - What are your learning objectives or goals?
 - How will you be spending your time?
 - What resources do you require?
 - What support do you need?
- In the afternoon, you could ask:
 - What did you learn today?
 - Identify one thing that was difficult. Either let it go or come up with a strategy to deal with the same problem if it comes up again.
 - Consider three things that went well today. Why were they good?
 - Are you ok? Do you need to ask your teacher for something? Do you need help with something to make tomorrow more successful?

These specific questions are relevant because they allow your child to process the instructions they have received from their teachers and help them organise themselves and set priorities.

Parents interested in an introduction to Teams, please [click here](#).

Attendance

It is vital that students and parents approach FLEX@POP attendance just as they would when we are operating on site. You will find that the process is slightly different for the students, but the same for you. This process will allow us to stay connected as a community and ensure that we have several processes to keep track of how students and families are going.

If your child is unwell or unavailable for a day, or needing to take an extended absence, please email student absences as per normal procedures.

Should a staff member fall ill, this information will be communicated to students. We will let you and the students know if there is a substitute teacher for the day. The usual daily learning experiences will typically be able to continue. If a staff member requires an extended absence, we will make contact with relevant parents with our Plan B.

Student wellbeing

We understand students place great emphasis on their interactions with their peers and will be impacted by social distancing. See below for some suggestions for looking after your children during this period of isolation.

- Taking the opportunity to talk to your whole family about what is happening. Understanding the situation will most likely reduce their anxiety and allow them to be critical consumers of the information surrounding the current health crisis.
- Helping your children to consider how they have coped with difficult situations in the past and reassuring them that they will cope with this situation too. Reminding them that the isolation will not be permanent. Suggesting they take a break from following regular news updates as overthinking this situation will not be helpful for them in the long run.
- Reminding your child to exercise regularly. Options could include dancing, stretching, bouncing on a trampoline or using home exercise equipment, if you have it. Exercise is a proven way of managing stress and depression.
- Encouraging your children to keep in touch with family members and friends via telephone, email or social media (where appropriate). If your children have a smart phone, they could always opt to Facetime their family or friends.
- Encourage your children to reach out to their Pastoral Care Teacher and Year Level Coordinator, safe in the knowledge that we are praying for your student/s and your family. Resources will be available to support their wellbeing.
- At this time ritual might be very important in keeping things normal. So, you may wish to encourage your children to start their day in prayer or quiet reflection which they would normally do at school.

Illness

- All staff and students who have symptoms of COVID-19 or have travelled to a declared hotspot in the last 14 days must stay home and self-isolate in accordance with government guidelines.
- If a student develops symptoms while at home, parents or guardians must keep their child at home until they have been assessed by a health practitioner and have undertaken a COVID-19 test and received the results giving them an all clear to return to the College. Please notify the College of the test and the results
- If a student develops COVID-19 symptoms whilst at school, the student must be picked up by their parent or guardian immediately.



1



ESTABLISH A DAILY ROUTINE

Start with going to bed and getting up on time. Make your bed! Eat a good breakfast and exercise. Be ready to check in and start learning. Follow your daily schedule and relax during morning tea and lunch—perhaps catch up with friends like you normally would during breaks.

2



FIND WAYS TO BE ACTIVE

We know this is a tricky one without gyms or sports—but it can be done! Try out a workout on YouTube, go for walks with your family, use cans in the pantry as weights, stretch.



3



MAINTAIN CONNECTIONS

Eat meals with your family. Set up specific times to connect with friends outside of class. Play video games with mates, connect by playing online scrabble, start a virtual book club. Try to schedule regular video/audio catch-ups with friends and neighbors.

4



TAKE SCREEN-FREE BREAKS

When you take a break, step away from ALL screens, including your phone. Talk with someone at home, take a walk, listen to music, look at nature, spend some time doing a passion-project, play a board game. Notice the beauty in the world. Take time to go outside. Make a list of what you're grateful for each day.

5



FIND WAYS TO GIVE

Give compliments, think about a skill you have that you could share with your community—let people know you're there to help. Check in on neighbours and members of your community who may need to hear a cheery voice or need a helping hand. Be grateful for what you have.

6



ASK FOR HELP

From parents, teachers, mentors and friends. Your teachers are here to help—we are an email or message away. Ask God for the grace and patience you need. Reach out to your Pastoral Care teachers, Year Level Coordinators, Mr Klupp or Ms Nisbet. They are all here for you—send a DM, send a chat message on Teams or pick up the phone.

7



PRAY AND READ THE BIBLE

In these unsettling times, let's dwell in God's word and allow his promises to grow in us one day at a time. Joshua 1:9 is a popular memory verse: "Have I not commanded you? Be strong and courageous. Do not be frightened, and do not be dismayed, for the Lord your God is with you wherever you go." It is comforting to have our Lord with us now, and to know He is there wherever we go! Yes, He is even with us through this crisis. During this time of reset, read God's word, spend time in devotion and pray. Look out for resources that the College will provide.

Father, we are easily burdened. We can do a lot in our own strength but, when we draw on your strength and power, we can do even more. So let your joy be our strength. We commit today and tomorrow to you, knowing you will equip us when we get there. Amen.

Message from Pastor Mark

The uncertain times that we are facing may from time to time overwhelm us all. We have all experienced loss in some form or another and this will continue during the journey ahead. You may feel that you have lost your freedom to live the way you were used to and so will our students (your children?). We will all grieve and are already doing so. It is important to remember that everyone grieves in their own way. There is no right way to grieve rather it is your way. I want to encourage you all that you will have some good days and some days that are just a struggle and that is all part of going through what we are all going through.

Reading a bible verse together as a family will help as well as sharing how you are all feeling. Remember it is ok to feel scared or angry or sad, but talk about what those feelings are and what that looks like. Then you can pray together letting go of the things that trouble you and giving them to God. Finally finish with the things you are thankful for as even in the most troubling times there is always something to be thankful for and a suggestion about what you might do together when this is all over will continue to remind us of the hope we have in God.

Really highlight to each other that during these times there are wonderful opportunities to do things together or to think of new ways to value each day in what you do. Share these ideas and opportunities and enjoy the time now that is different. It might be that you are home together which might not happen much usually. Celebrate the small things and give thanks to God for all He does.

Remember you are able to contact me anytime if you have any questions or just need someone to pray for you.

May the peace of our Lord Jesus be with you and may you be strengthened by His word,

Pastor Mark

We're all unique

We readily acknowledge that every family group is unique and operates on structures and routines that best suit their work life and personal commitments. The above is intended as a guide to support you and we understand that you may need to customise FLEX@POP to meet the needs of your family. All our staff wish you and your family the very best over the coming period of uncertainty and look forward to working alongside you to retain a sense of 'normalcy' in very abnormal circumstances.

Microsoft Teams



Quick Start Guide

New to Microsoft Teams? Use this guide to learn the basics.

Move around Teams
Use these buttons to switch between Activity Feed, Chat, your Teams, Calendar & Files.

View and organize teams
Click to see your teams. In the teams list, drag a team name to reorder it.

Find personal apps
Click to find and manage your personal apps.

Add apps
Launch Apps to browse or search apps you can add to Teams.

Every team has channels
Click one to see the files and conversations about that topic, department, or project.

Start a new chat
Launch a one-on-one or small group conversation.

Add tabs
Highlight apps, services, and files at the top of a channel.

Use the command box
Search for specific items or people, take quick actions, and launch apps.

Manage profile settings
Change app settings, change your pic, or download the mobile app.

Manage your team
Add or remove members, create a new channel, or get a link to the team.

Add files
Let people view a file or work on it together.

Join or create a team
Find the team you're looking for, join with a code, or make one of your own.

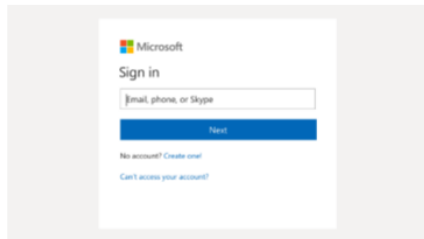
Reply
Your message is attached to a specific conversation.

Compose a message
Type and format it here. Add a file, emoji, GIF, or sticker to liven it up!

Microsoft Teams

Sign in

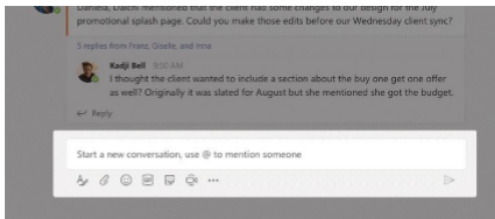
In Windows, click **Start** > **Microsoft Teams**.
On Mac, go to the **Applications** folder and click **Microsoft Teams**.
On mobile, tap the **Teams** icon. Then sign in with your Office 365 username and password. (If you're using Teams free, sign in with that username and password.)



Start a conversation

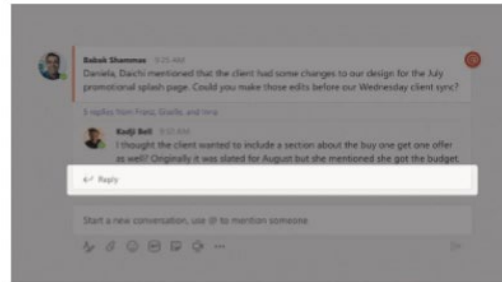
With the whole team... Click **Teams** , pick a team and channel, write your message, and click **Send** .

With a person or group... Click **New chat** , type the name of the person or group in the **To** field, write your message, and click **Send** .



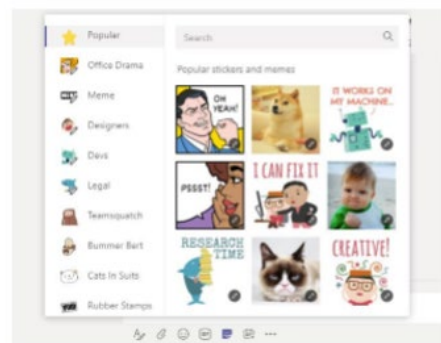
Reply to a conversation

Channel conversations are organized by date and then threaded. Find the thread you want to reply to, then click **Reply**. Add your thoughts and click **Send** .



Add an emoji, meme, or GIF

Click **Sticker** under the box where you type your message, then pick a meme or sticker from one of the categories. There are also buttons for adding an emoji or GIF.





Send a file, picture, or link in Teams

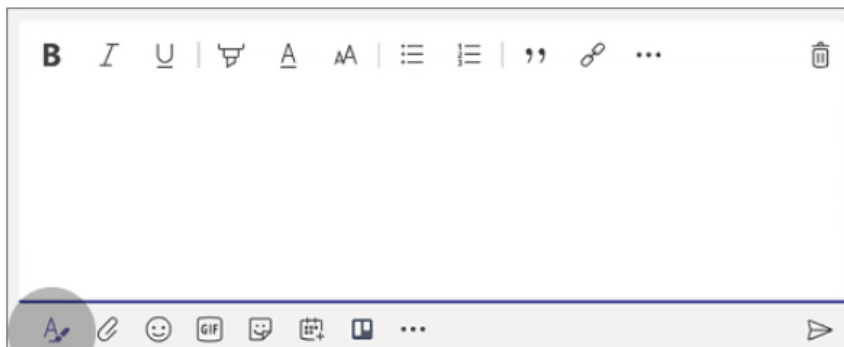
Microsoft Teams


Desktop Mobile

When you're in a chat, you can send messages that include files, pictures, and links.


Send a link


To send a link, select **Format**  beneath the compose box, then select **Insert link** .

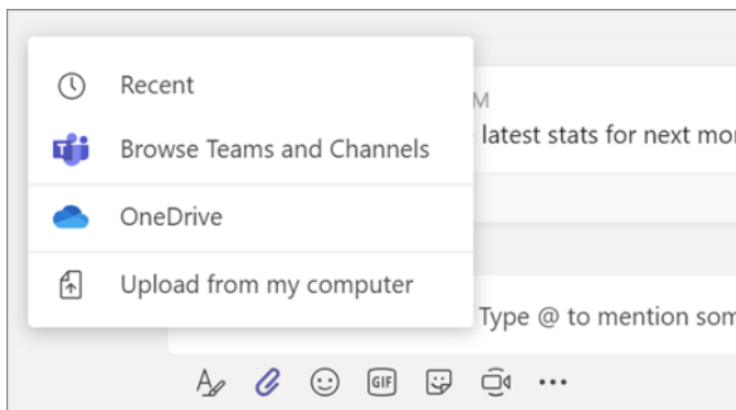


Add display text and the address, and then click **Insert**, or simply copy and paste the link into the compose box and select **Send** . Once you send it, the message containing your link includes a thumbnail image and preview, which you can close if you'd rather not see it.

Include a file or picture

To include a file or picture in a message, click **Choose file**  beneath the compose box. Then you can upload an file or picture from your computer or OneDrive, or search for one from the **Files** tab for that channel.

In a chat conversation, click **Choose file**  and pick the file or picture you want from your computer or OneDrive.



Posting Messages

- Post a note to the whole group if your question is about something the whole group should know (assignments, instructions, dates etc.)
- Send a note only to your teacher if you want to talk about something that doesn't relate to everyone.
- Don't post personal questions to the group.
- Keep conversations on topic.
- If you're not sure if a word or joke is okay, then it's probably not. Refrain from posts that tease, bully, annoy, spam, or gossip about any other member.

Replying to Messages

- Do not answer a question if you aren't sure you know the answer.
- Do not reply to a question if someone has already answered it correctly.

Groups

- If you think there is something inappropriate posted in an Edmodo group, tell a teacher immediately.

Punctuation & Grammar

- No txtng lingo. We r ur teachers...show us that u have learned how 2 spell.
- DO NOT PUT SENTENCES IN ALL CAPITAL LETTERS.
- Do not end sentences with more than one exclamation mark!!!!!!!!!!!!!! Or question mark?????????????
- Please please please do not repeat a word more than necessary.