



Distance Education @ Belridge Secondary College

Middle SCHOOL
Sample timetable



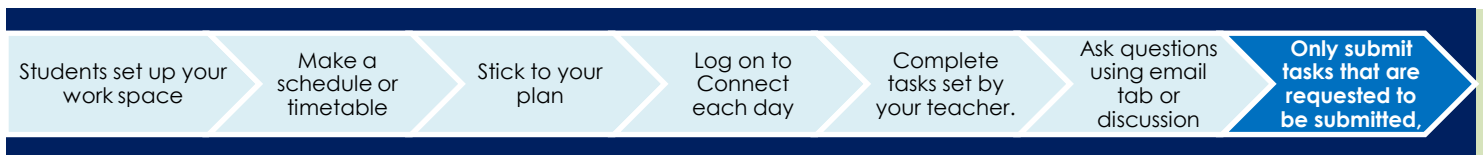
SENIOR SCHOOL
Requirement of Students



STUDENT
Checklist Responsibilities



To ensure that your child continues to receive a quality education we have put some simple guidelines for students and parents to follow. These requirements may differ slightly for lower school and Senior School. To contact your class teacher, please email them directly using the Connect class page. General inquiries can be send through to Belridge.SC@education.wa.edu.au



It is important that student's set-up a routine for their independent learning away from school site. Teachers will provide lessons based on the normal school timetable structure, however it is also important that students take regular breaks and attend to their own self-care.

All students are able to connect with our student services team (HOSS) during this time. There will always be a member of the student services team on site each day (unless in Lockdown)

Students working online from home

Students will need access to a device that is connected to the internet. This device will need a word processing package such as word or pages, ability to open a PDF and possibly the ability to download the app Web EX (senior school only). All student content will be outlined in the Department of Education website – Connect.

<https://connect.det.wa.edu.au/>

Students will log in with their user name *firstname.lastname* **and** their unique *password*. Please contact the school if you cannot access Connect.

Students working from home with no access to internet

Students with no access to the internet will need to contact the school to arrange pick up of a paper based work package.

Students that need to attend school

Students needing to attend school as per Government Guidelines, will follow a modified timetable which will include a blend of online learning and face-to-face teaching.

Middle School Sample timetable



SESSION/ TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1 8.45 - 9.30	PE/Fitness				
2 9.30 - 10.15	English 1	Science 1	Maths 3	English 3	Maths 4
3 10.15 - 11.00	Maths 1	English 2	HASS 2	Science 3	English 4
4 11.00 - 11.30	MORNING BREAK	MORNING BREAK	MORNING BREAK	MORNING BREAK	MORNING BREAK
5 11.30 - 12.15	HASS 1	Option 2	Science 2	Option 1	Option 3
6 12.15 - 1.00	Option 1	Maths 2	Option 3	HASS 3	Option 2
7 1.00 - 1.45	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
8 1.45 - 2.15	Check Emails and online correspondence	Check Emails and online correspondence	Check Emails and online correspondence	Check Emails and online correspondence	Check Emails and online correspondence
9 2.15- 3.00pm	Self-Care	Self-Care	Self-Care	Self-Care	Self-Care

Senior School



Timetable structures for Senior School courses will not change unless there is a need or as advised from SCSA. Any changes to assessment requirement or assessment schedule will be communicated.

SESSION/ TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1 8.45 - 9.30					
2 9.30 - 10.15					
3 10.15 - 11.00					
4 11.00 - 11.30	MORNING BREAK	MORNING BREAK	MORNING BREAK	MORNING BREAK	MORNING BREAK
5 11.30 - 12.15					
6 12.15 - 1.00					
7 1.00 - 1.45	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
8 1.45 - 2.15					
9 2.15- 3.00pm	Self-Care	Self-Care	Self-Care	Self-Care	Self-Care

Student Requirements and Responsibilities



		Student Responsibilities
<input type="checkbox"/>	IT Conduct	Follow IT Code of Conduct Guidelines when participating on online learning (i.e. using appropriate language in discussions, wearing appropriate clothes if on Video conference)
<input type="checkbox"/>	Behaviour	Follow our behaviour policy, remember our Triple 3
<input type="checkbox"/>	Connect	Log into Connect to access lessons and follow instructions that are placed on the Connect class.
<input type="checkbox"/>	Connect Notices	Teacher will provide students with key messages and class feedback and support.
<input type="checkbox"/>	Connect Content	Is where all lessons are located.
<input type="checkbox"/>	Connect Submissions	Will be used for student submitting completed work.
<input type="checkbox"/>	Connect Library	Will have supporting guides and help sheets to support the programs and links to supporting resources
<input type="checkbox"/>	Connect Discussion	Chat in timetabled classes for student to engage in online discussion of concepts, seek clarification from their teacher or other class members, or respond to questions posed by their teacher based on the task.
<input type="checkbox"/>	Middle School	Students engage in a lesson online via Connect for approximately 30 -45 minutes
<input type="checkbox"/>	Senior School	Students engage in an online via Connect for approximately 45 minutes and that they complete independent work or study assigned to them to best prepare students for completion for SCSA external assessments or attainment of a WACE.
<input type="checkbox"/>	Assessments	Submit assessments based on the assessment and teacher instructions.
<input type="checkbox"/>	Feedback	Seek feedback and engage in online learning and be an active participant in their own education.
<input type="checkbox"/>	Support	Ask for help when it is needed.
<input type="checkbox"/>	Flexibility	While we are trying to encourage ALL students to be in their timetable classes, we know things happen. Don't panic and just try to engage with the Connect work when you can. Please let the school and your teacher/s know if you are having problems. We are here to help.

		Student Responsibilities and Checklist for Online Learning
<input type="checkbox"/>	Pre-lesson I will	Set-up my space at home; timetable/schedule for online learning based on my current timetable. (Note: Some changes may occur for my option classes these will be referred to as flexible learning programs.)
<input type="checkbox"/>		Have a clean space that I can sit and work from, clear of distraction.
<input type="checkbox"/>		Have my ICT device charged and ready to use.

<input type="checkbox"/>		Turn off other devices that are not needed and may be distracting.
<input type="checkbox"/>		Check I can log onto Connect to access my class.
<input type="checkbox"/>	During lesson I will	Log onto Connect
<input type="checkbox"/>		Check Connect library/Notice/ Content/discussion for information and resources for my lesson.
<input type="checkbox"/>		Ask for help from my teacher if I am unsure of what to do, or cannot find or access my lesson using email link in Connect class page.
<input type="checkbox"/>		Engage in my lesson for 30 – 45 minutes and take a break when needed
<input type="checkbox"/>		Follow teacher instructions and rules for online classroom safety.
<input type="checkbox"/>		Contribute to a class discussion or forum where I can or when I am asked to.
<input type="checkbox"/>	Post lesson - I will	Complete additional independent practice/study if following ATAR program
<input type="checkbox"/>		Complete the work of any scheduled lesson I miss and let my teacher know.
<input type="checkbox"/>		Take regular breaks from my device as scheduled in my timetable
<input type="checkbox"/>		Take time for self-care
<input type="checkbox"/>		Stop, pause and say 'all will be okay' and enjoy time with my family each day

A Blank timetable for you to use



Students should engage in a lesson for 30 - 45 minutes and take regular breaks. The blank timetable below can be used as a template.

SESSION/ TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1 8.45 -9.30	PE/Fitness				
2 9.30 -10.15					
3 10.15 -11.00					
4 11.00 -11.30	MORNING BREAK	MORNING BREAK	MORNING BREAK	MORNING BREAK	MORNING BREAK
5 11.30 - 12.15					
6 12.15 - 1.00					
7 1.00 -1.45	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
8 1.45 - 2.15					
9 2.15- 3.00pm					

Parents as Partners in Education

As we prepare for our transition to online learning we encourage all parents and students to familiarise themselves with the content of Connect. In a home environment your child's wellbeing is vitally important so they can continue to learn productively. Below you will find a guide with some tips on how, you as a parent can support your child to stay well in a home learning situation.

Please do not hesitate to contact the school if you are having problems or have concerns with your child's progress. We are here to help you and your family.

		Parents Responsibilities
<input type="checkbox"/>	IT Conduct	Please help support your child to follow the IT Code of Conduct and Assessment Requirements when participating in online learning (i.e. using appropriate language in discussions, wearing appropriate clothing if using web conferencing or web cam, complete all assigned activities)
<input type="checkbox"/>	Behaviour	Please know our behaviour policy will still apply.
<input type="checkbox"/>	Work Packages	Contact the school if your child cannot access the material or complete the assessments online. We will provide you with printed materials enabling them to complete the required work.
<input type="checkbox"/>	Communication	Keep in touch by checking Connect
<input type="checkbox"/>	Routines	Establish routines and expectations for your child
<input type="checkbox"/>	Share and Care	Help your child process their learning through conversations and sharing about their school work.
<input type="checkbox"/>	Wellbeing	Be mindful of your child's wellbeing: Check-in about concerns and challenges. Report to the school if you have concerns.
<input type="checkbox"/>	Keep Connected	Encourage your child to stay connected by contacting classmates and friends.
<input type="checkbox"/>	Work Rest and Play	Encourage breaks, play, quiet time and being active and away from online platforms.
<input type="checkbox"/>	Flexibility	While we are trying to encourage ALL students to follow a timetable, we know things happen. Don't panic and just try to engage with the Connect work when you can. Please let the school and your teacher/s know if you are having problems. We are here to help.