

Berri   
Regional

SECONDARY  
COLLEGE



# Learning At Home

Guide for **Students** and **Parents/Carers**

[brsc.sa.edu.au](http://brsc.sa.edu.au)



Government of South Australia  
Department for Education

**Address** 12 Stadium Drive, Berri SA 5343 | **Phone** (08) 8580 8200 | **Email** [dl.0776.info@schools.sa.edu.au](mailto:dl.0776.info@schools.sa.edu.au)

*We acknowledge and pay respect to the First Peoples of the River Murray and Mallee, the traditional custodians of the land our school is built upon. Berri Regional Secondary College acknowledges the deep feelings of attachment and relationship of Aboriginal people to Country.*

**Produced January 2021**

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# Introduction

## Message from the Principal

**Our school's pride, innovation and excellence will lead to learning, independence, and success for all of our students.**

Providing students with **belonging, connection and engagement** in learning will remain as our highest priority whether students are physically at school or at home receiving online lessons.

The information contained in this documents outlines **key expectations, processes, procedures** and help regarding a **consistent approach and expectations** to online learning.

Please take the opportunity to enjoy the learning journey and I trust that every student will achieve their goals and have success.

*Emily Griggs*



This guide has been developed and is intended for student use during state-wide restrictions that require students to be learning at home.

## Departmental Resources

For department resources please refer to the Appendix 1, Appendix 2, Appendix 3 and Appendix 4 at the back of the guide.

# Staff Contacts

Any inquires about learning at home can be first directed to the student's subject teacher or home group teacher through Daymap. If further support is required please contact the identified Year Level Leader:

✉ [dl.0776.info@schools.sa.edu.au](mailto:dl.0776.info@schools.sa.edu.au)

☎ (08) 8580 8200



**Tom Jolly**

**Leader Year 7 Engagement for Learning**

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**Trent Dolling**

**Leader Year 8 Engagement for Learning**

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**Kirby Kingham**

**Leader Year 9 Engagement for Learning**

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**Michael Toogood**

**Leader Year 10 Engagement for Learning**

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**Justin Smith**

**Leader Year 11 Engagement for Learning**

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**Sarah Vater**

**Leader Year 12 Engagement for Learning**

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# Student Wellbeing Team

To contact any of the Wellbeing team please call or email the school.



## Donna Safralidis

Assistant Principal – Wellbeing and Engagement

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## Jodi Grove

Wellbeing and Engagement Administration Officer

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## Kiralee Jury

Youth Worker

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- At school support for Year 12's
- Online support for Year 11's



## Matt Lang

Youth Worker

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- At school support for Year 8's
- Online support for Year 10's



## Jack Nelsson

Youth Worker

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- At school support for Year 7's
- Online support for Year 9's



## Piper Safralidis

School Dog

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- At school support for Years 7, 8 and 12
- Missing Year 8, 9 and 10 students and saving her licks, cuddles and barks up for when they return

\* Once back at school – Youth Workers will offer support across every year level and will not be primarily attached to certain groups.

# Teaching and Learning

## Timetable

Berri Regional Secondary College timetable will not change (unless notified), students and staff will engage with their learning during their normal timetable periods. Staff teaching through online learning, Years 9-11, will be present online through Teams (accessed through Daymap) at the start of each lesson. This will provide an opportunity for staff to connect with the students in their class and provide specific information for the lesson ahead.

	Mon, Tue, Wed, Fri	Thursday
8:45 - 9:45am	Lesson 1	Lesson 1
9:45 - 10:45am	Lesson 2	Lesson 2
10:45 - 11:15am	Recess	Recess
11:15 - 12:15pm	Lesson 3	Lesson 3
12:15 - 1:15pm	Lesson 4	Lesson 4
1:15 - 1:45pm	Lunch	Lunch
1:45 - 2:15pm	Home Group	Home Group
2:15 - 3:15pm	Lesson 5	Early dismissal - 2:15pm

## Daymap

Students are to remain active on their Daymap through each of their lessons. Students and teachers can communicate with each other regarding learning through Daymap messages. Parents may also communicate with staff using Daymap.

### Prior to Day One Tips:

- 1. Login before Day One**  
Log in and find the classes you will attend for each day.
- 2. If there are troubles logging in, contact the school.**  
Email the ICT Helpdesk at:  
[ICT.helpdesk525@schools.sa.edu.au](mailto:ICT.helpdesk525@schools.sa.edu.au)
- 3. Ensure adequate time before your lesson.**  
Be prompt to all your lessons. Login at 8.20am.

## Helpful Videos

[https://www.youtube.com/watch?v=fM3VlcfSn\\_A](https://www.youtube.com/watch?v=fM3VlcfSn_A)

<https://www.youtube.com/watch?v=9b4s0BLgbdM>

# Technology

## ICT Support

Our ICT team will be working to support the ICT needs of staff and students while learning at home.

If you require any assistance please email – [ICT.helpdesk525@schools.sa.edu.au](mailto:ICT.helpdesk525@schools.sa.edu.au) this will create a help desk ticket for you that one of our IT Team will respond to.

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### Using Microsoft Teams via Daymap:

- Log in to your EdPass/School Account (search for Berri Regional Secondary College)
- User: is your firstname.lastname
- Password: School computer/EdPass password
- ICT help emailed to [ICT.helpdesk525@schools.sa.edu.au](mailto:ICT.helpdesk525@schools.sa.edu.au)

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### If Internet Access Is Required At Home:

Our ICT Team can supply you with an Internet dongle. To do so:

- Email [ICT.helpdesk525@schools.sa.edu.au](mailto:ICT.helpdesk525@schools.sa.edu.au) or;
- Ring the school at: **8580 8200**

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### Reducing Video File Size:

- If you have internet data issues at home caused by large video file sizes here is a video reduction app that you can use. Click on the link for step by step instructions <https://handbrake.fr/>

## Safety Online

**While learning it is important students use protective behaviours.**

- Topics for students at <https://www.esafety.gov.au/young-people> include information about responding to cyberbullying, online gaming and pressure from social media.
- Topics for parents at <https://www.esafety.gov.au/parents> include a COVID-19 online safety kit and information about online grooming, sexting and pressure to send nudes.
- The school TV parent resource at <https://aphs.sa.schooltv.me/> provides further information about the wellbeing impacts on young people of, for example, Internet Addiction, Online Pornography and Social Media and Digital Reputation.

# Assessment

A range of formative and summative assessments are used by educators to support students understanding on curriculum and to support accurate resulting within both Australian Curriculum and SACE.

## Formative Assessment

- Refers to a wide variety of methods that teachers use to conduct in-process evaluations of student comprehension, learning needs and academic progress during a lesson, unit or course.
- Helps teachers identify concepts, skills, or learning standards that can be further developed or extended. Formative assessment allows timely adjustments for to lessons, instructional techniques and academic support.

### Student Responsibilities:

- ✓ Complete formative assessment tasks as required
- ✓ Act on feedback provided to improve
- ✓ Seek further feedback or support as required

## Summative Assessment

- Is any method of evaluation performed at the end of a unit that allows a teacher to measure a student's understanding, typically against standardised criteria.
- Is used to gauge students comprehension of the material presented at the end of a particular unit of work and is often measured using a rubric to arrive at a final grade.

### Student Responsibilities:

- ✓ Uploading of summative tasks to Daymap
- ✓ Seek further feedback or support as required

# Conduct

## Family Expectations

### For online lessons students are expected to:

- Join lessons on time and be prepared – including having read, watched or listened to relevant resources
- Respectfully engage with teacher and peers
- Actively participate in group discussions/collaboration
- All school behaviour expectations apply for online learning
- Join the live learning from a common space (i.e. not a bedroom)
- Not record or photograph any part of the live learning

**Students behaving inappropriately online will be removed from the live forums and parents contacted as required.**

### For online lessons parents/carers are asked to:

- Encourage and support their child's learning including providing a suitable environment at home for a video conference when required
- Not participate in video conferences. If their child requires additional support, they will contact the teacher outside of video conferences.

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## School Expectations

### For online lessons staff are expected to:

- Ensure that students have necessary resources prior to the session published on Daymap
- Use the sessions to ensure students understand the content, do some collaborative discussion and making sure before the session ends that the students know what the next steps are
- Choose the most appropriate software for their needs
- Not deliver one-to-one video conferences. The minimum group size for a session would need to be three
- Be professionally attired as per work day
- Staff must be located in an appropriate study space, free from interruption eg: study or dining room (not bedroom)

### To ensure online safety of staff and students:

- All digital contact must only relate to teaching and learning or wellbeing
- No sharing of personal internet locations, correspondence of a personal nature via social media, internet postings, or use of private online chat rooms
- No uploading or publishing still/moving images or audio recordings of students to any location other than Teams, video or audio, Daymap, live Webex or other BRSC authorised platforms
- No 1:1 person teaching will occur
- Teachers to use the phone system to block private numbers – numbers not to be displayed

# Effective Tips For Learning At Home

**Students should where possible find a suitable quiet place to study. Distractions should be removed and the work space should be safe.**

**1.**

- Start the day at the usual school starting time
- Get dressed (don't stay in pjs)
- Have a healthy breakfast
- Exercise, stretch, house chores, anything else that needs to be done before the day starts

**2.**

- Ensure your device is ready and logged in
- Test all applications and platforms required to make sure they are working
- Have a pen and notepad ready
- Use of headphone is necessary

**3.**

- Check your Daymap day plan and messages, MS Team posts, schools emails and any other platforms that you are instructed to work from
- Check your Daymap and emails messages regularly throughout the day

**4.**

- Your learning space should be tidy, comfortable and as quiet as possible
- Always be respectful of any shared spaces in your house
- Use a suitable chair and adjust for your height
- Ensure electrical leads are in good condition

## Parents/Carers are able to provide support by:

- Helping with the student and going through Daymap
- Monitoring Daymap
- Encouraging the student to ask teachers for feedback
- Not completing any of the task for the student
- A quiet area for working
- Notifying teacher/s as soon as possible of any unique situations that may affect the submission/completion tasks
- Supporting the student to review work prior to submission
- Accessing the Daymap Parent Portal
- Contact the school for support

# Home Based Learning



Stay connected to **Berri Regional Secondary College** Facebook page to received updated information.



## Morning

Keep your usual morning routine! Give yourself enough time to wake, get dressed, make your bed, eat breakfast and be ready for online learning from 8:45am.



## Lessons

You will continue to follow your normal Timetable. Have your timetable visible and remove all distractions so you can focus. Daymap will provide you with all your learning information for the day. Don't forget to contact your teacher to let them know you are online and working.



## Set Learning Goals

At the start of each lesson, check Daymap for lesson content and contact your teacher to let them know you are online. Plan out your learning for the lesson and ask questions if you are stuck. A checklist is a great way for you to keep track of your learning goals.



## Fill Your Cup

Learning from home is challenging. Make sure to have a 5-10 minute break from your screen at least every hour. Eat healthy and nutritious food as this will support your concentration and memory. Keep active throughout the day to support your health and wellbeing.



## Rest

Sleep is as important as a healthy diet and exercise. Try to wake up and go to bed around the same time each day. It's important for the health of your brain that you aim to have 8 hours of sleep a night.



## Daily Checklist

Been outside in the sun?  
Taken regular breaks?  
Submitted your work?  
Exercised today?  
Eaten recess or lunch?

Connected with someone?  
Practiced mindfulness?  
Drank enough water?  
Acheived your goals?

# Wellbeing

The following activities are a great way to look after your mental health while learning at home. Give them a try yourself!

## Things To Do Everyday

1. Get up, get changed and make your bed
2. 15-30 minutes of exercise
3. Drink at least 2L of water everyday
4. Take a dedicated morning, lunch and afternoon break minimum of 10 minutes
5. Whenever possible step away from the screen and have a break

## Exercise Ideas

**Running, Swimming, Yoga, Pilates, Walking, Backyard circuits, HIIT** (High Intensity Interval Training) anything to move your body just for a little while. Go at your own pace, google some new ideas if you want to mix things up, there many different ways to exercise.

## Meditation

It is great for anyone and everyone, no matter the age. There are apps that can be downloaded for meditation purposes, or you may know your own form of meditation.



**Meditation Nest**

Luni

GET

In-App Purchases



**Calm - Meditation and Sleep**

Calm.com

OPEN



## DIY Fluffy Slime

- 2/3 cup of Elmer's white glue
- 1/2 teaspoon baking soda
- 1/4 cup water
- 2-3 cups shaving cream (do not use shaving gel)
- 1.5 tablespoons contact lens (must have boric acid and sodium borate in it)
- Liquid food colouring

Add white glue to a bowl. Add your water and baking soda and then mix. Add your shaving cream and mix. Add your food colouring until you are satisfied with the colour. Mix. Now slowly add in your contact solution (add in 1 table spoon, knead for 5 minutes then add in the 1/2 table spoon, the slime will be very sticky when kneading but that is normal. If it is still too sticky add some baby oil or lotion to your hands.

## Re-decorate Your Bedroom

This one will be fun! Before you take a before photo then start to draw out a rough plan of what/how you would like it too look. Next start moving things around/out of the way. Clean as you go (this will make you feel better afterwards). Once you have finished take an after photo to see how much you achieved.

# Helpful Phone Numbers

## Berri Medial Clinic

☎ 8582 2855

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## Barmera Medial Clinic

☎ 8588 2040

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## Riverdocs ED

☎ 8580 2642

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## National Coronavirus Helpline

☎ 1800 020 080

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## Headspace Berri

☎ 8582 4422

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## Beyond Blue

☎ 1300 224 636

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## Kids Helpline

☎ 1800 551 800

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## Lifeline

☎ 13 11 14

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## Lifeline Text

☎ 0477 13 11 14  
(available 6pm-midnight, 7 days a week)

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## Suicide Call Back Service

☎ 1300 659 467

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# SETTING UP FOR LEARNING AT HOME



You don't need to be an expert or educator to help your child to learn at home.

Your child's school, preschool or children's centre will help you find learning activities for your child to do at home.

You can help support your child by providing a quiet comfortable space for them child to learn.



## What to expect from your child's teacher

Your child's principal, preschool director or teacher should continue communicating with you through normal communication channels. They can help you find learning activities for your child to do at home.

## How you can support your child

Students need routine and certainty.

You can support your child by:

- creating clear routines and expectations
- providing a safe and quiet space to work in
- supervising them at a level appropriate to their development
- checking in with them often to help manage and pace their work
- monitoring how much time they spend online and balancing this with physical activity
- checking communications from teachers and staying in contact with your child's school or early learning centre.



## Set up a learning space at home

Every home is different. A quiet and comfortable learning space will help your child learn.

Some students may have usual places where they do their homework. This space might not be suitable to study or learn at for a long time.

The best learning space is:

- a shared family space, such as a lounge room or dining room (not in their bedroom)
- a place that can be quiet at times
- near a strong internet or wifi signal
- somewhere that an adult is present and monitoring the learning
- near the items your child needs for learning, including stationery and power points
- free from trip hazards
- open, with natural light and without glare
- somewhere with a comfortable chair and desk or table.

## Create routines and expectations

Setting up expectations and routines will help your child learn.

You can do this by:

- maintaining normal morning and evening routines
- structuring the day with regular mealtimes and bedtimes
- setting up the day based on their regular schedule or timetable
- starting and ending each day with a 'check-in'
- making sure they understand what's expected of them
- encouraging regular food and drink break times throughout the day, as well as small breaks for stretching or to move around
- checking in with them throughout the day to help keep them focused and on track.

## Communicate with your child and stay connected

You can stay involved with your child's learning by asking them questions. This helps them to manage the instructions they receive from the school and to set priorities for their learning.

### At the start of the day, ask:

- What are you learning today?
- What are your learning targets or goals?
- How will you be spending your time?
- What resources do you need?
- What support do you need?

### At the end of the day, ask:

- What did you learn from today?
- What did you like about today's activities?
- What was challenging? How can we work through the challenge?
- What 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 help tomorrow be more successful?



## Make the most of everyday activities in your household

There are lots of things to learn about in the home. One example is cooking. Involve your child in the process. This could include reading recipes, measuring ingredients, taste testing, or reviewing. Continue to communicate with your child by asking questions before, during and after the activity. Keep them focused and on track.



## Connect with your child's teacher, classmates and school

Set up new ways to communicate, and maintain existing ways your child catches up with their friends and teacher. This could be on the phone, a video call, through email or an old-fashioned post card or pen-pal.

Doing this will help students to feel connected to others and not isolated.



## Connect with extended family

Don't forget to continue connecting with extended family and loved ones. You and your child can share the learning that has been happening in your home.



## Support your child's wellbeing

Learning from home for a long time can cause stress and anxiety.

Find out how you can support your child's wellbeing while learning at home at the Advice for families section of [ourlearning.sa.edu.au](https://ourlearning.sa.edu.au).

# STAYING HEALTHY AND ACTIVE WHILE LEARNING AT HOME

Learning from home for a long time can cause stress and anxiety. Here are some tips to help you look after your child's nutrition, fitness and mental health.



## Make sure everyone understands what's happening

Talk openly and calmly to your child and the entire family about the COVID-19 pandemic and the need to learn from home. Understanding the situation will help to reduce anxiety.

Find out about how to talk to your child about COVID-19 under the Advice for families section on [ourlearning.sa.edu.au](https://ourlearning.sa.edu.au)



## Exercise regularly

Exercise is proven to de-stress us and get our blood pumping around our body and brain. This helps us focus and learn. Exercise can also trigger the release of mood improving hormones.

If your child is feeling restless, they might need to get up and move around. It's important to exercise every day and find time for short movement breaks in-between learning.

### Some ways you can do this are:

- physical activity apps
- dancing
- floor exercises
- yoga
- walking around the garden
- home exercise equipment
- playing with the family pet
- a daily fitness challenge
- using home exercise equipment appropriate to your child's age to do a family workout
- playing ball games or playing with other sporting equipment
- a good old dance in the lounge room.



## Connect with family, loved ones and friends

Encourage your child to keep in regular contact with loved ones, family and friends. They could do this via phone, email or social media (where appropriate). This will help them to feel connected and not isolated.



## Make room for some downtime

You know your child best – check in with them regularly. If you notice they're feeling a bit anxious about learning, it's ok to take a break and do something different. You could try another activity that your child is passionate about or just have some downtime.

### Some downtime activities are:

- yoga
- meditation
- reading
- gratitude jars
- acts of kindness
- walking around the garden
- spending time in nature.



## Eat and sleep healthily

We know that sleep and nutrition are really important. You can make sure your child is well-rested and getting the food they need to fuel their learning by:

- keeping regular healthy eating habits, meal times and normal bedtime routines in place
- starting your day on a positive note – get up, get dressed, have a healthy breakfast, and have your morning 'check-in' chat
- scheduling recess and lunch breaks during the day
- encouraging extra healthy snack times, full of fresh fruit or vegetables
- making sure your child has access to plenty of drinking water throughout the day.



## Listen carefully to your child

Respond to and answer your child's concerns or worries by listening carefully and asking questions before responding. This will help you to work out what's wrong and respond clearly.

Make sure you meet their problem with sympathy and care. Answer calmly and confidently. If you need to step away from the situation, let your child know that you need some adult thinking time and will come back to their question.

It's ok to take time to stop and breath – to relax, ground yourself and find some stillness.

Make sure your home is set up for learning

It's important to make sure your child has a good environment to study in.

Find out more about setting your home up for learning under the Advice for families section on [ourlearning.sa.edu.au](https://ourlearning.sa.edu.au)

# PREPARING FOR ONLINE LEARNING

## Information for students



### Create a study area

- Work with your parents/caregivers to find a suitable space within your home and mark out your study space.
- Customise it – add photos and make it comfortable!
- Make sure you have enough stationery (pens, highlighters, notebooks etc) and the correct resources to study from.

### Keep your workspace tidy

- It's hard to be disciplined to work at home, and even harder if the place is messy.
- Set a timer! Do a quick 10 minute clean up before you start to learn – it helps create a calmer learning environment.

### Plan your day

- Ensure you have a clear understanding of what your tasks are for that day and when your breaks are.
- Set yourself a daily goal for what you would like to achieve by the end of the day.
- Make sure you know your logins and passwords for the sites and resources you may need to access.



### Keep in contact with your teacher/s

- Make sure you follow the learning plans designed by your teachers, stick to due dates and submit things on time.
- Remember you can always contact your teacher for help – just schedule in a convenient time with them as they may be helping another student.

### Take regular breaks

- Taking regular breaks during the day keeps your mind fresh and is one of the easiest ways to ensure you can concentrate and focus on your learning.

### Exercise

- Step away from your laptop every hour or so and do some exercise. Play with the dog in the back garden, do a 10 minute exercise or practice your dance skills! All of this helps to keep your mind and body healthy.

### Eat well

- Make sure you are eating a variety of fresh vegetables and fruit, along with lots of other nutritional foods. A healthy balanced diet is really important to our physical and mental wellbeing.



## Keep socialising

- Use online systems and apps to maintain positive social contact.
- Post on discussion boards and read other student's posts, you are all probably feeling the same.
- Set up informal discussions via online apps if you can. Choose your topic and spend some time discussing ideas, analysing texts together and swapping study tips.

## Be respectful and understanding of each other

- As with all social media platforms, a simple misunderstanding in writing can quickly escalate.
- On discussion forums you may find that some people who don't normally speak up in class now have more to say. This is a good thing! Be clear in your communication and allow everyone to have a voice.
- Listen to each other and if you are unsure of something that has been said, ask a question.
- Remember, the same behaviours and expectations apply as if you were in the classroom.



## Reach out for help

- Not everyone has access to a laptop and reliable internet. You might also be missing physical resources such as libraries and laboratories. Get in touch with your teacher if you don't have access to the right equipment.

## Finish your learning for the day

- It's important to have a clear cut-off point when you finish studying for the day.
- Pack up your study materials at the end of the day if you can, so that you can separate school from home.
- Go and do another fun task that you enjoy!

# PREPARING FOR ONLINE LEARNING



## Information for parents and caregivers

Online learning aims to complement the learning resources teachers already have in place to ensure continuity of learning between home and school.

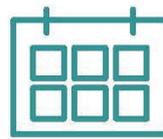
This guide has been prepared to help you support your child with online learning. It contains practical advice and information about available support if you need it.

Many schools across the state currently use a learning management system (LMS) to support teaching and learning so you may already be familiar with some of these tools. Getting the most out of the move to online learning for your child means being prepared.



### Learning environment

- Consider creating a dedicated study space where distractions can be minimised.
- Set your child up at a desk or table with an appropriate chair.
- Ensure the environment is appropriate if your child will be using live video streams.



### Structure

- Your school will provide specific details around learning activities, assessments and timelines. Ensure you monitor these communications and that your child understands their teacher's expectations and sticks to a routine.
- Check in regularly with your child to see how they're adjusting, how their learning is progressing and that they're practicing safe online habits.



## Technology

Your child will need:

- A suitable device such as a desktop PC, laptop, iPad or tablet capable of handling word processing and video calls simultaneously. If you do not have one, speak to your child's school to see if they can assist. Hard copy resources may also be provided.
- Specific software required for your child's learning. Please note all students from year 3 and up have access to Office 365, which includes tools such as Microsoft Word and Excel.
- A reliable home internet connection.
- Access to their learning management system or school portal, including web addresses, user IDs and passwords.
- Consider the need for a webcam if this does not come as standard hardware on your PC or laptop.



## Support

- Contact your school if you are having issues accessing the internet or a suitable device for your child. They will support you with an alternative solution.
- To reset passwords and access technical support for your school's preferred learning management system, contact your child's school.
- Visit [Our Learning SA](#) for resources to support continued learning between school and home.
- Access up to date information on the [Department for Education website](#) (including announcements and useful links).
- Remember your child's teacher remains your first point of contact for questions around their learning and progress.