



St Hilda's
ANGLICAN SCHOOL FOR GIRLS

GUIDE TO ONLINE LEARNING

FOR STUDENTS AND PARENTS

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*Subject to change, dependent on School operational need.

STUDENTS' GUIDE TO ONLINE LEARNING



JK TO YEAR 4

RESOURCES ON SEQTA

Your child's teacher will upload learning resources onto SEQTA for parents to access. engage.sthildas.wa.edu.au

TEACHER ASSISTANCE

Teachers will be available to help during school hours and will regularly check emails between 8.30am and 3.30pm

YEARS 5 TO 12

NORMAL TIMETABLE APPLIES

Recess, lunch and study periods are all consistent



WEAR PE UNIFORM

Wearing a uniform helps to keep discipline and maintain a routine



The [Internet users' acceptable use policy](#) applies during all online learning and the School has the ability to view/log conversations.

Important Note for Parents: As this is a digital classroom, we request that any video lessons be between teachers and students, so as not to disrupt the online learning environment. If you need to communicate with a teacher, please email them directly.

LESSON BREAKDOWN

(50 MINUTE PERIOD)

1. Login at start of period
2. Attendance will be taken
3. Direct Instruction / Outline lesson outcomes
4. Body of lesson, this may include independent work, discussion, response to stimulus, assessment focus, depending on learning area.
5. Reconvene with teacher 10 minutes before end of lesson to recap (online)
6. Finish with 5 minutes to spare (get up, stretch, drink water etc.)



TEACHER AVAILABILITY

Your teachers will be online and available to answer questions during the regular class time. You may email outside this time, however, teachers will get to these questions within 24 hours.

RESOURCES

- Microsoft Teams teams.microsoft.com - SEQTA Learn learn.sthildas.wa.edu.au

PLEASE NOTE: During Chapel, Assembly, Wellbeing Time, House Time, Year time and Junior School Choir, students are to complete independent work.

ONLINE LEARNING EXPECTATIONS



GENERAL LESSONS

	STUDENT / PARENT EXPECTATION	IMPORTANT CHANGES TO NOTE
Junior Kindergarten and Kindergarten	<ul style="list-style-type: none"> PE uniform is optional (JK and K is pre-compulsory schooling) Parent-directed activities provided via SEQTA Engage 	<ul style="list-style-type: none"> Teachers will be available via email 8.30am to 3.30pm for parent queries.
Pre Primary to Year 4	<ul style="list-style-type: none"> PE uniform is required is online learning from home Parent-directed activities provided via SEQTA Engage 	<ul style="list-style-type: none"> Teachers will be available via email 8.30am to 3.30pm for parent queries.
Year 5 and 6	<ul style="list-style-type: none"> PE uniform is required for online learning from home Normal timetable, including breaks, just online 	<ul style="list-style-type: none"> No Chapel, Assembly or Choir. During these classes on the timetable students are to complete independent work / homework.
Year 7 to 12	<ul style="list-style-type: none"> PE uniform is required for online learning from home Normal timetable, including breaks, just online 	<ul style="list-style-type: none"> No Chapel, Assembly, Year time, House time, Wellbeing time. During these classes on the timetable students are to complete independent work / homework.

INDIVIDUAL MUSIC AND DRAMA LESSONS (PERIPATETIC)

	STUDENT / PARENT EXPECTATION	IMPORTANT CHANGES TO NOTE
Year 1 to 4	<ul style="list-style-type: none"> PE uniform is required while online learning from home 	<ul style="list-style-type: none"> Parents liaise directly with peripatetic teachers regarding online lesson options. Parent supervision of video lessons using a home Office 365/Teams account
Year 5 to 12	<ul style="list-style-type: none"> PE uniform is required while online learning from home 	<ul style="list-style-type: none"> Peripatetic teachers will contact students individually to arrange lessons in Teams.

MICROSOFT TEAMS AND SEQTA LEARN

YEARS 5 TO 12

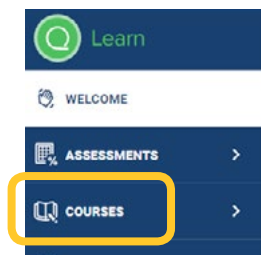


SEQTA LEARN

1 LOGIN

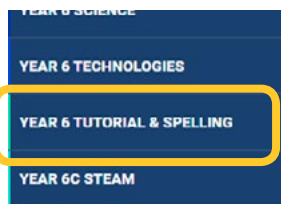
learn.sthildas.wa.edu.au

2 SELECT COURSES



3 SELECT TIMETABLED CLASS

Your course cover page will load



MICROSOFT TEAMS

4 LOGIN >

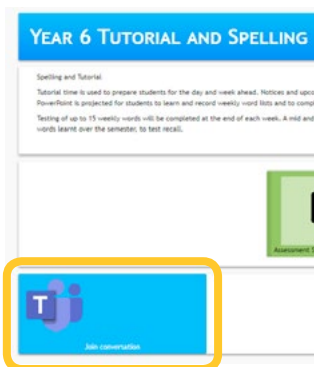
There is a Teams link on your course cover page. Click the link and you will be prompted to open Teams.

Open Microsoft Teams?

<https://teams.microsoft.com> wants to open this app

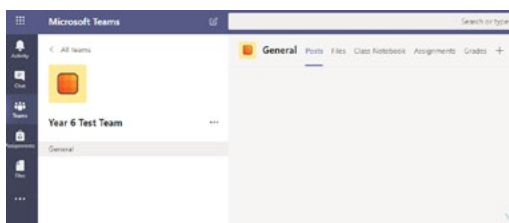
Open Microsoft Teams

Cancel



5 CLASS TEAM >

Your class Team will open. Please wait patiently for your Teacher to issue further instructions.



TIPS FOR HOME WORKSTATION SET-UP



Proper ergonomics are essential to creating a safe work space. A well thought out home work space will help you feel your best while working from home. Here are a few tips to help you plan your (sitting) home workstation ergonomics.

SETTING UP YOUR DEVICE

- You should set up your screen at an appropriate distance from you depending on the nature of the work you are doing.
- In general, for word processing, the monitor of your device should be around an arm's length away from your body and directly in front of you.
- The top of your screen or monitor should be just below eye level.
- If you are using the device for video conferencing, set the device up at the distance necessary to appropriately frame you and/or the necessary learning environment.
- While typing:
 - Position your screen so that your neck and head are in a neutral position.
 - The distance between your device and the edge of your desk should provide enough space to allow your forearms to be supported by the desk.
 - Keep your hands and wrists in a neutral position
- If you have an external monitor, ensure it is also at least an arm's length away and set it up such that your gaze is within the top third of the monitor.
- If you have an external keyboard, keep it flat (i.e. legs down)

CHAIR AND DESK

- Set up a workspace with a comfortable chair, ideally one that is adjustable and allows for lower back support.
- Select an appropriate desk, bench or table to work at. There should be sufficient clearance for your knees, thighs and feet and sufficient depth to position your device appropriately.
- Ensure shoulders are relaxed, elbows bent and forearms are supported on the desk.
- Ideally, your hip angle should be about 90° or greater, and your knees should be at 90° to the ground. Your hips and knees should be about level when sitting.
- Your thighs should be supported by the seat of the chair with around a 2-4 cm gap between your knees & the front of the chair.

FEET AND KEY OBJECTS

- Your feet should be flat on the floor or supported by a footrest
- Keep key objects, such as a telephone and any printed reference materials, close to your body to minimise reaching.
- Stand up to reach anything you cannot comfortably reach while sitting.

TIPS FOR STAYING HEALTHY



WORK SPACE

CHOOSE THE RIGHT CHAIR Make sure it is comfortable and ergonomically sound chair that will keep you properly aligned throughout the day.

GOOD POSTURE Position your device to ensure you are not slouching or hunched. The top of your screen should be at eye level.

HEALTH

MOVE ABOUT EVERY HOUR We have shortened class times by 5 minutes to give you an opportunity get up and stretch out. This is also an opportunity for a bathroom break and to get a healthy snack or go outside for some fresh air.

STAY HYDRATED Make sure you keep drinking water regularly throughout the day.

EXERCISE It is important to continue to exercise before or after school, there are plenty of exercises you can do at home or you might like to go for a walk.

FREQUENTLY ASKED QUESTIONS



STUDENTS / PARENTS

WHAT IF I DON'T HAVE A DEVICE TO USE AT HOME?

You or your parents can email prc@sthildas.wa.edu.au and request the loan of a school device.

WHAT WOULD THE SCHOOL DO IF TEAMS/SEQTA FAILED?

- The School will text parents regarding the outage and place notice on School App
- The School will email the staff and students Years 5 to 12 regarding the outage
- Students should continue with their work and teachers will communicate via email if necessary
- The School will text parents once back online to resume online learning and place notice on School App
- The School will email staff once back online

WHAT SHOULD I DO ABOUT MY MEDICATION?

In the event of closure, Junior School students will be sent home with their medications or medications can be collected from the Wellness Centre.

Senior School students will be reminded to take medication home and Boarders will need to collect medications from the Health Centre.

HOW WILL I STAY INFORMED ABOUT THE SITUATION?

For important announcements you will receive emails from the Principal's Office, App updates and text messages. We have created a page on our website that is continually updated with the latest information. Visit www.sthildas.wa.edu.au/community/covid-19-updates/ for updates and links.

CONTACT INFORMATION



RESPONSE COMMITTEE (PRC)

If you have any concerns at all during this time in relation to Coronavirus please email prc@sthildas.wa.edu.au

TECHNICAL SUPPORT

ST HILDA'S HELPDESK

If you are having technical issues in receiving online learning from your teacher contact: helpdesk@sthildas.wa.edu.au

You can also email your teacher directly and they may be able to assist you.

ABSENTEE

JUNIOR SCHOOL

Parents need to email Junior School as normal with explanation of absence: Junior.School@sthildas.wa.edu.au

SENIOR SCHOOL

Parent emails The Student Wellbeing Centre as per normal protocols with explanation of absence: StudentWellbeingCentre@sthildas.wa.edu.au

WELLBEING

SCHOOL PSYCHOLOGISTS

School psychologists will be available for online chats via skype in a format you are comfortable - audio call or video call.

Simply email the psychologist. They will email you back with instructions to download skype, with suggested times to connect.

JK - 4

Michelle.Ryan-Gittens@sthildas.wa.edu.au

Years 5 - 6

Millie.Mcleod@sthildas.wa.edu.au

Years 7, 10, 11

Tracey.Graham@sthildas.wa.edu.au

Years 8, 9, 12

Deanna.Scott@sthildas.wa.edu.au

HEAD OF YEAR OR CLASSROOM TEACHERS

- Senior School families can email Heads of Year
- Junior School families can email classroom teachers