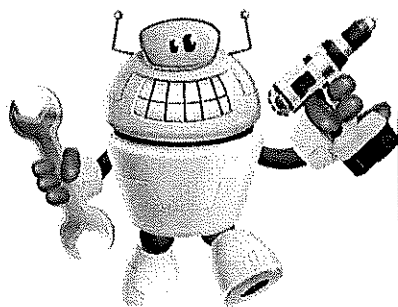


# Whitfield State School

*Each striving for the peak*

## Family How to Guide



Hi Families,

We have included the following resources in this '**Family How to Guide**' to help support parent and Caregivers with remote learning:

1. How to set up/ login to your virtual Classroom
  - a. PC/ Mac
  - b. Device – Blackboard for Students
2. Troubleshooting
3. How to Call into a Teleconference
4. Free Ebooks, Audiobooks and Read-along e-books
5. Additional Learning@home resources
6. Remote Learning Frequently Asked Questions
7. Online Safety for Parents
8. Key contact numbers, Emails and websites
9. Support services

Balanced School Planning Areas



Continuity of Learning  
– Flexible Delivery  
Modes



Student Well-Being –  
Checking in with our  
Children



Maintaining Social  
Connection – Activities  
and Events

Phase 2 – Flexible  
Delivery of School  
Operations

Students Accessing  
Face to Face  
Learning

Students able to  
access On-line  
Learning

Students who need  
to Access Off-Line  
Learning

### Example Daily Student Group Check-ins – Q&A with Teacher

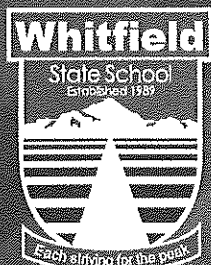
	Monday	Tuesday	Wednesday	Thursday	Friday
Online	20 min Q&A Virtual Classroom	20 min Q&A Virtual Classroom	20 min Q&A Virtual Classroom	20 min Q&A Virtual Classroom	20 min Q&A Virtual Classroom
Offline	20 Min Teleconference	20 Min Teleconference	20 Min Teleconference	20 Min Teleconference	20 Min Teleconference



42-74 McManus St, Whitfield QLD 4870 PO Box 680, Edge Hill QLD 4870 Ph: (07) 4034 7333

E: [admin@whitfieldss.eq.edu.au](mailto:admin@whitfieldss.eq.edu.au) <https://www.facebook.com/WhitfieldStateSchool> <https://whitfieldss.eq.edu.au>

The Queensland Department of Education trading as: Education Queensland International (EQI) CRICOS Registration Number 00608A



# Whitfield State School

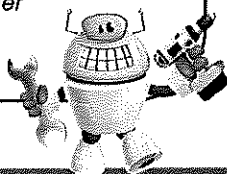
*Each striving for the peak*

## Year 6 Parent Reference Pack

Every day for students learning online there is a **Group Q&A/ check-in session** via virtual classroom in addition to pre-recorded lessons. Your child can attend their class's session or another class's in their grade if time doesn't suit.

**Resources are included in this pack** to help all parents/caregivers support learning.

*If you have any questions please email your child's classroom teacher*



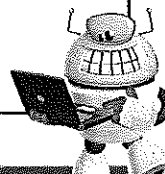
For student's learning using an on-line mode your child's

**Virtual Classroom is:**

**WSS Year 6 Classroom**

**Code: Q1980WYA006**

The link to this room will be sent to your child's email address.



For student's learning using an **offline** mode Teleconference lesson/s will be provided.

Your child's **Teleconference No. is:**

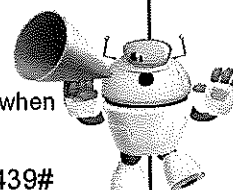
**1800 931 210**

Then enter this code when requested

**Code: 4128 569 439#**

For most mobile phone carriers this is a **free call**.

Please help your child with **muting and unmuting** your phone.



### Year 6 Weekly Schedule for Daily Class Q&A / Student Check-ins and Teleconferences

	Monday	Tuesday	Wednesday	Thursday	Friday
9:00am - 9:30am	Offline Teleconference Hosted by Ms Tracy Onaandia	Offline Teleconference Hosted by Ms Tracy Onaandia	Offline Teleconference Hosted by Ms Tracy Onaandia	Offline Teleconference Hosted by Ms Tracy Onaandia	Offline Teleconference Hosted by Ms Tracy Onaandia
9:40am - 10:00am	Online Q&A check in - Hosted by Miss Natalie Ung	Online Q&A check in - Hosted by Miss Natalie Ung	Online Q&A check in - Hosted by Miss Natalie Ung	Online Q&A check in - Hosted by Miss Natalie Ung	Online Q&A check in - Hosted by Miss Natalie Ung
10:10am - 10:30am	Online Q&A check in Hosted by Mrs Elysia Flint/ Mr Travis Clark	Online Q&A check in Hosted by Mrs Elysia Flint/ Mr Travis Clark	Online Q&A check in Hosted by Mrs Elysia Flint/ Mr Travis Clark	Online Q&A check in Hosted by Mrs Elysia Flint/ Mr Travis Clark	Online Q&A check in Hosted by Mrs Elysia Flint/ Mr Travis Clark
10:40am - 11:00am	Online Q&A check in - Hosted by Ms Tracy Onaandia	Online Q&A check in - Hosted by Ms Tracy Onaandia	Online Q&A check in - Hosted by Ms Tracy Onaandia	Online Q&A check in - Hosted by Ms Tracy Onaandia	Online Q&A check in - Hosted by Ms Tracy Onaandia
11:30am - 12:00pm	Offline Teleconference Hosted by Ms Tracy Onaandia	Offline Teleconference Hosted by Ms Tracy Onaandia	Offline Teleconference Hosted by Ms Tracy Onaandia	Offline Teleconference Hosted by Ms Tracy Onaandia	Offline Teleconference Hosted by Ms Tracy Onaandia
12:40pm - 1:00pm	Online Q&A check in - Hosted by: Mrs Laura Jago	Online Q&A check in - Hosted by: Mrs Laura Jago	Online Q&A check in - Hosted by: Mrs Laura Jago	Online Q&A check in - Hosted by: Mrs Laura Jago	Online Q&A check in - Hosted by: Mrs Laura Jago
2:00pm - 2:20pm	Online Q&A check in - Hosted by Mrs Leonie Kristens	Online Q&A check in - Hosted by Mrs Leonie Kristens	Online Q&A check in - Hosted by Mrs Leonie Kristens	Online Q&A check in - Hosted by Mrs Leonie Kristens	Online Q&A check in - Hosted by Mrs Leonie Kristens

Resilience, Responsibility, Respect



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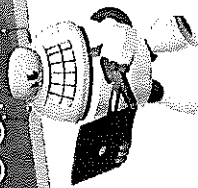
E: admin@whitfieldss.eq.edu.au <https://www.facebook.com/WhitfieldStateSchool> <https://whitfieldss.eq.edu.au>

The Queensland Department of Education trading as: Education Queensland International (EQI) CRICOS Registration Number 00608A

## **Daily Routine for At-Home Learning**

Structured days with regular mealtimes and bedtimes are essential to keeping children happy and healthy. A predictable, regular routine will assist in ensuring students remain calm.

<b>Before 9am</b>	<b>Morning Routine</b>	<b>Breakfast, get dressed, make bed etc...</b>
9:00-9:30	Be active	Walk, stretches, ball games
9:30 – 11:00	Academic Learning	Set teacher tasks <ul style="list-style-type: none"> <li>• Online activity</li> <li>• Maths/ English activity</li> <li>• Typing Task</li> <li>• Reading</li> </ul>
<b>11:00-11:30</b>	<b>Lunch</b>	
11:30-12:00	At Home Chores	Choose <ul style="list-style-type: none"> <li>○ Wipe bench tops</li> <li>○ Wipe over door handles/ light switches</li> <li>○ Fold clothes</li> <li>○ Tidy room</li> </ul>
12:00-12:30	Regular homework routine	<ul style="list-style-type: none"> <li>• Reading</li> <li>• Basic maths – times tables</li> <li>• Spelling activity</li> </ul>
12:30-1:30	Academic Learning	Set teacher tasks <ul style="list-style-type: none"> <li>• Online activity- Studyladder</li> <li>• Maths/ English activity</li> <li>• Typing Task</li> <li>• Reading</li> </ul>
<b>1:30-2:00</b>	<b>Afternoon Tea</b>	
2:00-3:00	Creative Time	Lego, drawing, music, cooking
3:00-4:00	Outdoor Activity	Outdoor play, bikes
<b>4:00 - Bedtime</b>	<b>Regular afternoon routines</b>	



<https://education.qld.gov.au/curriculum/learning-at-home/learning-at-home-tv>

*Here's a list of some fun, educational and safe websites for your children to visit and explore if they require more school work to complete during the week!*

<p><b>EQ Learning@home</b> Education Queensland: <a href="https://education.qld.gov.au/curriculum/learning-at-home/learning-resources">https://education.qld.gov.au/curriculum/learning-at-home/learning-resources</a></p>	<p><b>Phonics Hero</b> <a href="https://www.phonicshero.com/">https://www.phonicshero.com/</a> Reading and spelling with a phonics program. FREE for teacher and parents. (7day free trial)</p>	<p><b>Study Ladder</b> <a href="https://www.studyladder.com.au/">https://www.studyladder.com.au/</a> Maths, English, Science and more. A comprehensive program of online educational activities for students aged 4-12.</p>	<p><b>ABCya</b> <a href="https://www.abcya.com/">https://www.abcya.com/</a> Numerous educational games for students.</p>	<p><b>Starfall</b> <a href="https://www.starfall.com/h/">https://www.starfall.com/h/</a> Have fun while children learn - reading, phonics and math educational games, books and songs (P-3).</p>
<p><b>Math Game Time</b> <a href="https://www.mathplayground.com/">https://www.mathplayground.com/</a> Online math games, problem solving, logic games and number puzzles (P-6).</p>	<p><b>Story Line Online</b> <a href="https://www.storylineonline.net/library/">https://www.storylineonline.net/library/</a> Online library of favourite children's stories read by celebrity actors.</p>	<p><b>Maths Online</b> <a href="https://www.mathsonline.com.au/students/lessons/1/2444">https://www.mathsonline.com.au/students/lessons/1/2444</a> Students learn at their own pace through curriculum lessons and activities.</p>	<p><b>Splash Learn</b> <a href="https://www.splashlearn.com/">https://www.splashlearn.com/</a> Comprehensive maths learning program with unlimited maths lessons (P-5).</p>	<p><b>SPELD</b> <a href="https://www.speldsa.org.au/speld-phonics-books">https://www.speldsa.org.au/speld-phonics-books</a> Free phonics books use the sequence of sounds from Jolly Phonics.</p>
<p><b>Scratch</b> <a href="https://scratch.mit.edu/">https://scratch.mit.edu/</a> Free programming and online community to create your own interactive stories, games and animations.</p>	<p><b>Typing Club</b> <a href="https://www.typingclub.com/">https://www.typingclub.com/</a> Free online typing program.</p>	<p><b>NASA Space Place</b> <a href="https://spaceplace.nasa.gov/">https://spaceplace.nasa.gov/</a> Space Place website engages primary students in space and Earth Science through interactive games, and hands on activities.</p>	<p><b>National Geographic</b> <a href="https://www.natgeokids.com/au/Discover">https://www.natgeokids.com/au/Discover</a> exciting facts: amazing animals, incredible science, archaeology and geology, geography and history (Enter Kids Club).</p>	<p><b>P.E. with Joe (YouTube)</b> <a href="https://www.youtube.com/watch?v=K6r99N3kXME">https://www.youtube.com/watch?v=K6r99N3kXME</a> From Monday 23<sup>rd</sup> March 2020, free home based P.E. workout for kids.</p>

# Whitfield State School Learning at Home: MIS, Virtual Classroom, Live Sessions, Teleconference

**Computer/Device:** Your child can access their online learning activities using most devices. This includes laptop or desktop computers, iPads and other tablet computers. See supporting steps below for PC/ Mac or App

## Accessing your child's email account

What is my child's EQ Email address?

Every student in Education Queensland has their own email address.

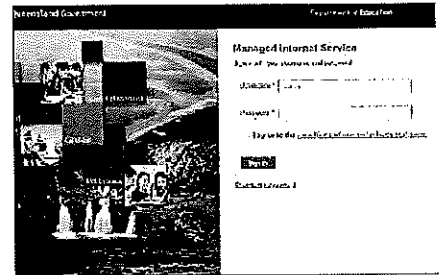
This email address is as follows

<student username>@eq.edu.au

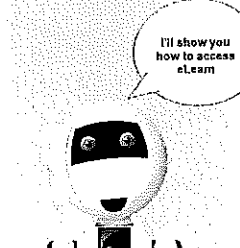
To access you child's account follow these steps

1. Go to <https://owa.eq.edu.au/>
2. Use your students EQ username and password to log in

The students mailbox will open.



## PC or Mac - Access eLearn




### Accessing eLearn

**1** To access eLearn (Blackboard), you must now use a compatible browser. Internet Explorer is no longer supported.

If you are using a School desktop or laptop, launch Google Chrome via

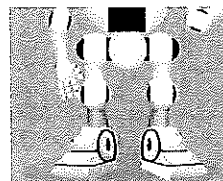
- the shortcut in your Start menu, OR
- the new eLearn desktop shortcut.



If you are using a BYO (external) device, ensure you use a supported browser (Chrome, Edge or Safari) to access eLearn.

- Chrome
- Edge
- Safari

If required, install the Chrome browser.



### Launching Collaborate sessions

**1** To access Blackboard Collaborate, you must now use a compatible browser. Internet Explorer is no longer supported.

If you utilise a guest link to join the session and your default browser is Internet Explorer you may receive the warning message.





Copy the session guest link and paste into a compatible browser (recommended: Google Chrome) to join the session.





See steps with screenshots.

## STEP 1: How to access your learning activities

Open a web browser



- Google Chrome, Firefox, Safari or Microsoft Edge are supported.
- Internet Explorer **will not** work.

Supported	Web Browser
	 <b>Google Chrome</b> Free Download
	 <b>Apple Safari</b> Standard on Apple devices

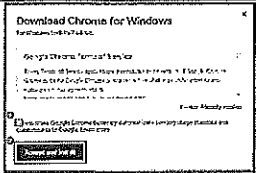
Supported	Web Browser
	 <b>Firefox</b> Free Download
	 <b>Microsoft Edge</b> Standard on Windows 10

Not supported	Web Browser
	 <b>Internet Explorer</b> Standard on Windows 7-8

## Step 2: Download the correct Web Browser

1.	Navigate to <a href="https://www.google.com/chrome">https://www.google.com/chrome</a> .	 <b>Get more done with the new Chrome</b> <small>How new Chrome, Android, and EdLab works with Google Chrome</small> 
2.	Select Download Chrome.	

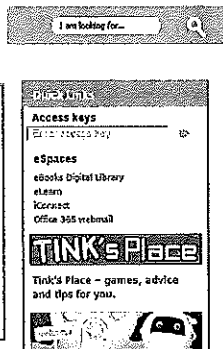
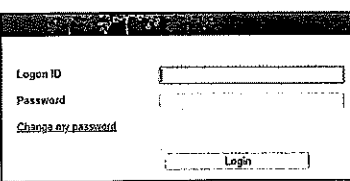
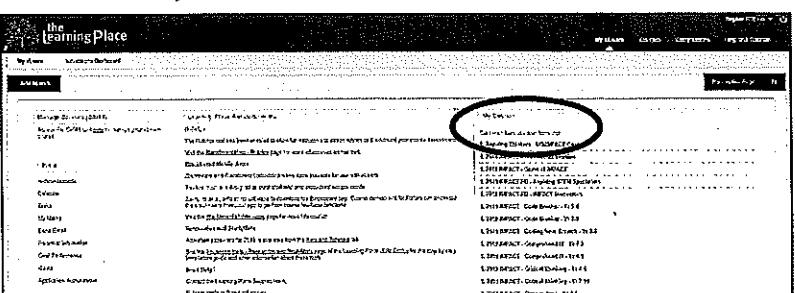


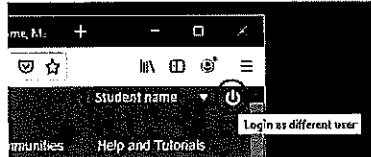
3.	Uncheck <b>Help make Google Chrome better by automatically sending usage statistics and crash reports to Google</b> , select <b>Accept and Install</b>	
4.	Depending on the browser, you may be prompted to Run the file or select <b>Open</b> then <b>Run</b>	
5.	Chrome will automatically install and a Google Chrome shortcut will appear on your desktop.	
6.	Select the desktop shortcut to launch Google Chrome and enter <a href="https://elearn.eq.edu.au">https://elearn.eq.edu.au</a> into the address bar	

### Step 3: Download the Blackboard launcher (to access live sessions with teachers)

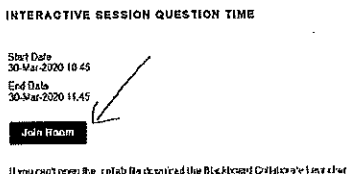
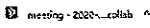
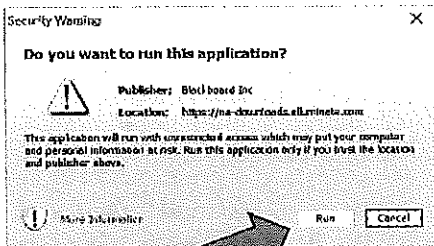
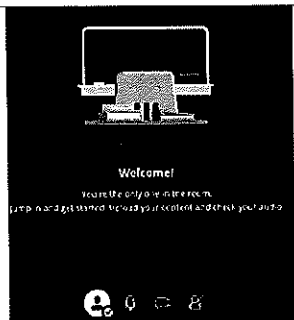
<p><b>Blackboard Collaborate</b></p> <p>Web conference programs open in Blackboard Collaborate with either the Blackboard Collaborate Launcher utility (computer) or the Blackboard Collaborate Mobile app (mobile device).</p> <p>If you do not have the Blackboard Collaborate Launcher installed use the following links to download it. Please note that installation may take approximately 10 minutes.</p>	<p><a href="#">Download Launcher for Windows (40mb)</a></p> <p><a href="#">Download Launcher for MAC (60mb)</a></p> <p><a href="#">Help with connecting</a></p>
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### Step 4: Launching Your Virtual Classroom

1.	Go to <a href="https://elearn.eq.edu.au">https://elearn.eq.edu.au</a> – copy or type the web address into the browser address bar  <b>NB:</b> If you encounter an error, try a different supported browser.	
2.	Your child should now enter their Logon ID (EQ Username) and password, then click 'Login'.	
3.	Find <b>My Courses</b> to the right of screen, then click on the relevant course link in the list (Labelled: <u>Your Year Level</u> ). An email will be sent from one of your teachers.	 <div style="display: flex; flex-direction: row-reverse;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg);"> <p>Specialist Lessons Activities</p> <p>Whitfield Wellbeing</p> <p>HASS</p> <p>Science</p> <p>Maths Lessons</p> <p>Maths Consolidation</p> <p>Writing</p> <p>Reading Lessons</p> <p>Reading Consolidation</p> <p>Information for Parents</p> <p>Staff Information</p> <p>Course Information</p> <p>Announcements</p> </div> </div>

4.	<p>You should land on the course home page.</p> <p><b>NB:</b> If you cannot see the menu on the left hand side of the page, hover your mouse over the left hand side of the screen and click to display the menu – see image to right.</p>	
5.	<p>Follow the instructions on the home page. <i>(see Daily Announcements)</i></p> <ul style="list-style-type: none"> <li>Tasks for the day will be set here.</li> </ul>	
	<p><b>What if I have more than one child?</b></p> <p>If devices are being shared, one child will need to log out and then the next child login.</p> <ul style="list-style-type: none"> <li>Click 'Login as a different user' to the top right of screen - see image below.</li> <li>Return to step 3 – the next child should enter their Logon ID and password.</li> </ul>	

### Step 5: Launching a Collaborate (Live) Sessions

1.	<p>Click on the session name.</p> <p>An email will be sent to you with a link to click on.</p> <p><b>You will need to download the Blackboard Collaborate Launcher <u>if</u> you have not done so previously.</b></p>  <p>If you can't open the .collab file, download the Blackboard Collaborate Launcher</p> <p>A pop up will appear in your task bar. Click on this: </p>	
2.	<p>Once you have clicked on this it may take a while for the next pop up to appear.</p> <p><b>Click on Run</b></p> 	
3.	<p>Do an audio set up wizard by clicking on the red cog and blue microphone.</p> <p>Make sure you have chosen the correct speakers and recording device. If you cannot hear, then you may need to refresh and then select the available output and input device.</p>	

## Setting up your Device

### Step 1: Using the App on a Tablet, iPad or phone - Access eLearn

#### Blackboard mobile app

You can Download the Mobile App

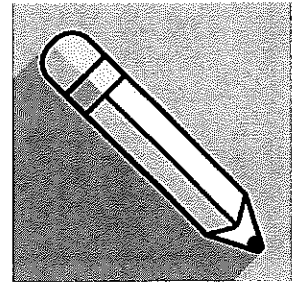
[https://help.blackboard.com/Blackboard\\_App](https://help.blackboard.com/Blackboard_App)

The Blackboard mobile app has changed. You can find your Virtual Classroom on your phone (e.g. iPhone) or tablet (e.g. iPad) by downloading the new Blackboard app for free!

Follow these three steps:

1. **Download and install** the Blackboard App for Students. You can ask your teacher for help.
2. Type in 'Learning Place' then choose **Learning Place, DoE Qld** from the list.

Enter your **MIS login ID** and **password**.

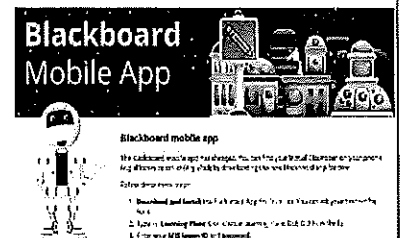
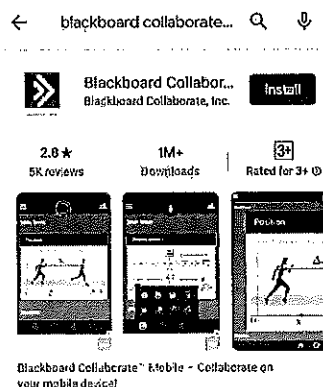


### Step 2: Download the Blackboard launcher (to access live sessions with teachers)

#### Blackboard Collaborate

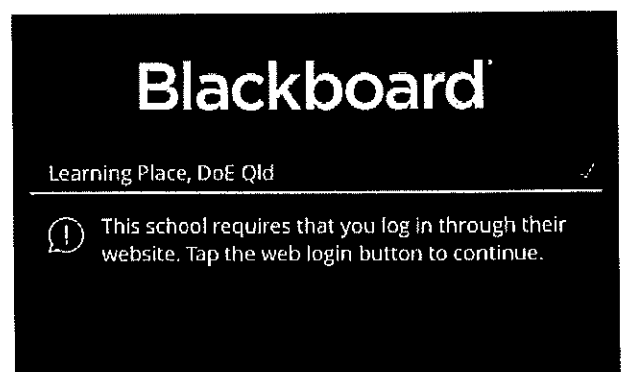
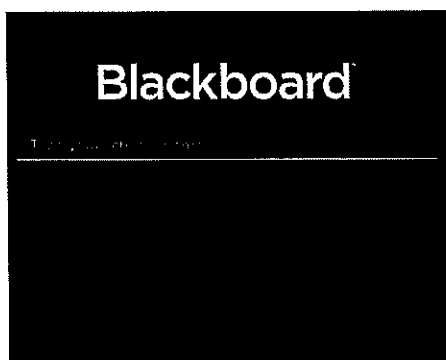
Web conference programs open in Blackboard Collaborate with either the Blackboard Collaborate Launcher utility (computer) or the Blackboard Collaborate Mobile app (mobile device).

If you do not have the Blackboard Collaborate Launcher download the App **Blackboard Collaborate**.

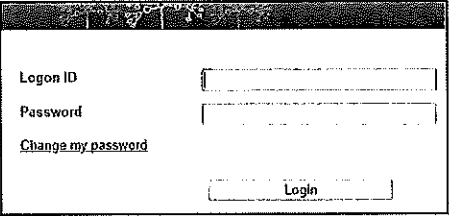
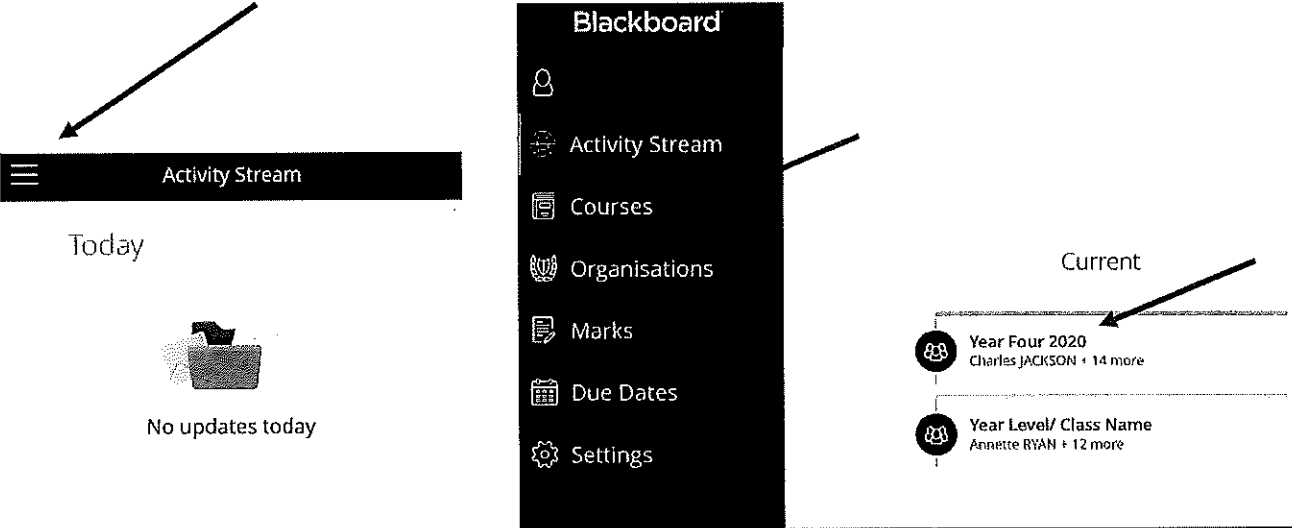
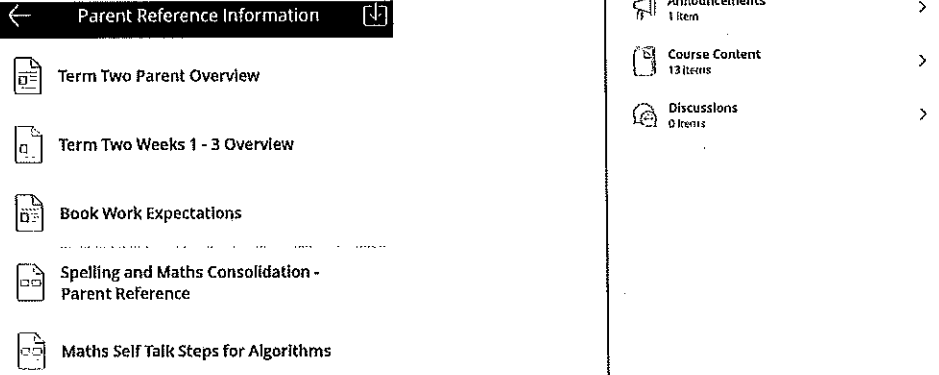



### Step 4: Launching Your Virtual Classroom

1. Click on the App and enter **Learning Place, DoE Qld**





2.	<p>Your child should now enter their Logon ID (EQ Username) and password, then click 'Login'.</p> 
3.	<p>Find <b>My Courses</b> to the Left of screen, then click on the relevant course link in the list (Labelled: <u>Your Year Level</u>). An email will be sent from one of your teachers.</p> 
4.	<p>You should land on the course home page.</p> <p>To see the menu click on Course Content</p> <p><b>NB:</b> If you cannot see the menu on the left hand side of the page, hover your mouse over the left hand side of the screen and click to display the menu</p> 
5.	<p>Follow the instructions on the home page. (see <i>Daily Announcements</i>)</p> <p>Tasks for the day will be set here.</p>
	<p><b>What if I have more than one child?</b></p> <p>If devices are being shared, one child will need to log out and then the next child login.</p> <ul style="list-style-type: none"> <li>Click 'Login as a different user' to the top right of screen - see image below.</li> <li>Return to step 3 – the next child should enter their Logon ID and password.</li> </ul> 

## Step 5: Launching a Collaborate (Live) Sessions

## Troubleshooting

You can enter TINK's Place in The Learning Place once your child has logged in for further help to find your classroom.

<https://students.learningplace.eq.edu.au/lp/pages/default.aspx?cid=133988> link available from the school's website also.

- Things to check before your session
- How to join your session
- How to set up your audio

**Additional Resources to Access via The Learning Place:**  
(Education Queensland curriculum resources)

- EdStudios
- Digital Library



**If you are experiencing technical difficulties logging into, using, or navigating The Learning Place and/or Blackboard; Please contact our WSS I.C.T. Support email ([ICT\\_Support@whitfieldss.eq.edu.au](mailto:ICT_Support@whitfieldss.eq.edu.au)).**

## Whitfield State School – Teleconferencing How to:

*To participate in the teleconference call*

- At the specified time, dial the **1800 931 210** provided to you by the teleconference leader.

For most service providers this is a free call. Please check.

- When prompted, enter the provided 10 digit conference code followed by the hash (#) key
- If prompted please give your name and class**

*Helpful keypad commands for Conference participants*

\*0 Operator assistance – conference

00 Operator assistance – individual

\*6 Self mute phone line

#6 Self unmute phone line

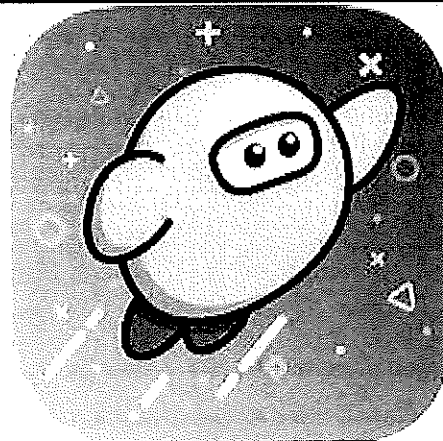
Number for assistance: 1300 132 004

## Free Ebooks, Audiobooks and Read-along e-books

Our school has purchased a registration for all of our students, so that they can now access over 40,000 eBooks, audiobooks and read-along eBooks by visiting the **Sora website**, or downloading the free **Sora app** on a mobile device. Search for the school 'Education Queensland', and log in using your child's **MIS ID(username)**. Enjoy

(Please note, the Sora website is best viewed in the Google Chrome web browser.)

<https://soraapp.com/library/eduqueenslandau>





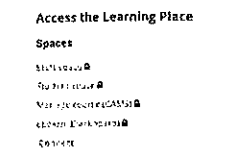
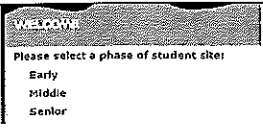


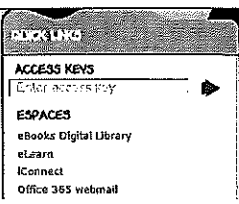
## Learning at Home

The Department of Education, QLD has also provided a suite of online resources to support schools and parents/carers to maintain teaching and learning in the event of a prolonged school closure or student absence. **These are additional resources.**

<b>Learning @ Home</b> (Additional resources)	The Department of Education has a number of online tools and resources to support students. Curriculum resources for Mathematics and English are available for students to complete at their own pace. <b>Please note</b> - Students in Prep to Year 3 may require support to read and understand instructions. Visit <a href="https://education.qld.gov.au/curriculum/learning-at-home/learning-resources">https://education.qld.gov.au/curriculum/learning-at-home/learning-resources</a> for resources. The resources provided here are a sample of activities that can be printed and are designed as a support tool for students to continue their learning and engage in familiar activities essential to their learning and wellbeing.
<b>The Learning Place</b> (Additional resources)	Additional online resources are available through the <a href="https://education.qld.gov.au/curriculum/learning-at-home/learning-at-home-tv">Learning Place website</a> using individual students log ins. This is the same logon (username) and password that students use to log onto the computers at school. <a href="https://education.qld.gov.au/curriculum/learning-at-home/learning-at-home-tv">https://education.qld.gov.au/curriculum/learning-at-home/learning-at-home-tv</a> Recorded TV episodes to provide quality learning resources for students. Please contact the teacher for these details if required. You can find these resources here: <a href="https://learningplace.eq.edu.au/cx/resources/file/6f953822-eb08-473b-9f36-f5637af98019/1/index.html">https://learningplace.eq.edu.au/cx/resources/file/6f953822-eb08-473b-9f36-f5637af98019/1/index.html</a> <b>Resources</b> - There are resources to support this on the 'Learning Place' <a href="#">here</a> and Edstudios (links & details below) P-2 Access key: S169239942 Year 3-4 Access key: S321239943 Year 5-6 Access key: S917239944



## How to access Learning Place resources – See the steps below...

1.	Search for the 'Learning Place' <a href="https://learningplace.education.qld.gov.au/">https://learningplace.education.qld.gov.au/</a>	
2.	Enter your username and password to get access. (Please note - If you do not know your username or password, please ask your class teacher).	
3.	Click 'Student space' (right of page) 	
4.	Choose a learning phase Early = P-2 Middle = 3-6	
5.	To access an EdStudio, enter the 'Access Key' (listed above)   To access other eSpaces, click the links here 	

## Trouble Shooting

The Learning Place website states ...

### “Departmental websites and applications issues with Chrome v80

Staff, students and the public using un-managed devices (e.g. non-MOE, BYOx and personal) will have issues accessing some departmental applications and websites using Google Chrome v80. The department is working with Google to resolve these browser issues introduced by the new version upgrade.

Chrome v80 users will not be able to access:

- CAMS
- Learning Place resources (e.g. searching from Staff and Student sites)
- some resource links within eLearn courses and edStudios.

For CAMS, Staff and Student sites links to Learning Place resources, users should continue to use Internet Explorer 11 or Safari on Mac. Access will be available to eLearn using Chrome v80.”



# Whitfield State School

*Each striving for the peak*

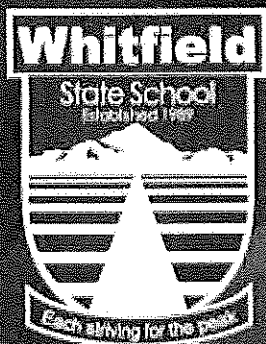
## Remote Learning - FAQs

The below will be slightly different for the first week, which we are calling our 'Learning to Learn Remotely' week.

My Child will be learning.....	Using an Online mode with home internet or mobile and a computer or device (able to stream)	Using an Offline mode, so my child will be ringing into teleconferences and completing work at home.	Face to face if the government determines that this is appropriate.
<b>Lesson Delivery</b>	Learning will be delivered in 3 short pre-recorded lessons every day. The length and number of lessons will allow parents to manage multiple students using the same device and will be supplemented through set physical or on-line learning resources.	Learning will be delivered through 3 lessons every day using physical materials. Teleconference lesson/s will also be provided as required.	Students from all classes in the same year level will be grouped together to form temporary class/es.  Students will be taught by a teacher from the Year Level.  Content learning will match on and off-line learning.
<b>What will I receive from the school?</b>	Parents/ Carers will receive a <b>Family How to Guide</b> , a <b>Parent Reference Pack</b> . This will include a timetable for live class activities such as Q&A sessions or events, 'how to' guides for virtual classrooms and teleconferencing; and other information about routines and supports for learning. This reference pack will need to be picked up at the school as per our <b>Whitfield Drive Thru – Resource Collection Times</b> .		No material required for collection
<b>What will my child receive from the school?</b>	Students will receive a small stationery pack and year level learning materials. This <b>resource pack</b> will need to be picked up and then returned to the school as per our <b>Whitfield Drive Thru – Resource Collection Times</b> . Feedback will be provided to children via phone or email.		No material required for collection
<b>How can my child get help if they need it?</b>	Every day there will be either a <b>Group Q&amp;A/ check-in session</b> via <b>virtual classroom or teleconferences</b> . Your child can attend their class's session or another class's in their grade if it doesn't suit. You or your children can also either <b>email their teacher or ring the school and leave a message for a call-back</b> . Individual <b>student feedback</b> will be provided via <b>phone or email</b> .		During normal face to face learning.
<b>How Often do we return or get new learning</b>	All learning and resource development will occur in two week Learning Rounds. This is except for the first week, which we are calling our 'Learning to Learn Remotely' week. During this week we will be ensuring that students know how to use the various platforms and that we have developed the routines for successful learning to occur. We will start learning in these modes fully in the second week of school.		
<b>What types of subjects will my child/ren be learning</b>	Throughout the week children will have access to <b>Core, Specialist and Extra-curricular learning</b> that will be occurring over a week. We will also be providing children and their parents other activities that have the purpose of ensuring children stay connected to our school and each other. An example is our Virtual Assemblies which are available from our school's Facebook site or YouTube Channel.		

<b>My Child requires additional support or has special needs</b>	<p>Parents of special education children will be contacted personally by the school's staff to arrange alternative learning and resource requirements.</p> <p>At any time if you have any concerns about your children either from an academic or social and emotional standing please make contact with your child's teacher.</p>	<p>As normal</p>
<b>I am having trouble with the mode or the technology</b>	<p>Please contact your class teacher for all issues to see if they can be resolved. Otherwise your teacher may refer you to our tech support staff or a deputy principal. There will also be some simple troubleshooting guides in your parent reference pack</p>	<p>Not applicable – if you have concerns about your child attending school or not and would like to discuss this please contact the school's office</p>





# Whitfield State School

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## *Online Safety for Parents* Help your child manage their online time



### Stay engaged and encourage balance

- Keep an eye on the games, apps and devices your child uses.
- Balance online and offline activities. Online activities includes all screen time. Offline line activities can be drawing, reading, playing outside, listening to music or getting some exercise.
- Join in. Play games together as a family, or explore some joint online projects.
- Where possible, avoid limiting online time as a punishment as this approach may inflate its importance to children.



### Create a plan

- Work out the plan together with your child/ren in creating a family plan for leisure and entertainment time.
- Include age-based time limits, which websites that can be visited and online games that can be played. It could also include control of access to the internet or devices, perhaps with daily passwords revealed once family time, homework and chores are complete.
- A minor reduction each day or a '15-minutes to switch-off' warning can help the transition to a more balanced use of time.



### Set boundaries for device use in your home

For example, your family plan could include rules like this:

- no devices in the bedroom for younger children
- all screens off in bedrooms after a certain time for older children
- all screens off at least one hour before planned bedtime
- all family members switch off at dinner time
- devices charged overnight in a place your child cannot access



**Please Remember School Rules Still Apply Online**



## Staff Emails

Year Level	Given_Name	Family Name	Email_Contact
Prep	Randeep	Johal	rkjoh1@eq.edu.au
Prep	Sarah	Hodkinson	smdel0@eq.edu.au
Prep	Belinda	Jarvinen	bjarv34@eq.edu.au
Prep	Belinda	Stowe	bxsto2@eq.edu.au
Prep	Courtney	Crichton	cwick70@eq.edu.au
1	Michele	Bond	mbond25@eq.edu.au
1	Kathy	Harris	kharr81@eq.edu.au
1	Alanna	Marshall	akmar0@eq.edu.au
1	Maddie	Wells	mewel0@eq.edu.au
1	Yolanda	Alexander	yxale1@eq.edu.au
2	Natalie	Clarke	nclar196@eq.edu.au
2	Jessica	Kelly	jake13@eq.edu.au
2	Tracy	Schafer	tscha64@eq.edu.au
2	Demi	Quirk	dxqui0@eq.edu.au
2	Danielle	Russell	druss128@eq.edu.au
3	Gillian	Gallen	gxgal0@eq.edu.au
3	Kylie	Knight	krein32@eq.edu.au
3	Charmaine	Anderson	cande611@eq.edu.au
3	Ross	Tudberry	ratud0@eq.edu.au
34	Jill	Emmans	jhemm25@eq.edu.au
4	Tina	Gibbons	tgibb79@eq.edu.au
4	Hollie	Martin	hmart157@eq.edu.au
4	Evelyn	McGuinness	eamcg1@eq.edu.au
4	Adele	Smith	asmit1654@eq.edu.au
5	Kutsal	Ali	kxali3@eq.edu.au
5	Cathy	Field	cthom142@eq.edu.au
5	Rhonda	Zeylmans	rzeyl1@eq.edu.au
56	Natalie	Ung	nung1@eq.edu.au
6	Leonie	Kristens	lkris7@eq.edu.au
6	Tracy	Onaindia	tonai1@eq.edu.au
6	Elysia	Flint	txpra0@eq.edu.au
6	Laura	Jago	lwood267@eq.edu.au
IEC	Steve	Brech	sbrec4@eq.edu.au
IEC	Catherine	Foy	cestc1@eq.edu.au
IEC	Mary	Smith	msmit498@eq.edu.au
IEC	Tania	Leiter	tleit5@eq.edu.au
IM	Jonathon	Barbagallo	jbarb133@eq.edu.au
IM	Elisha	Anthony	eanth7@eq.edu.au
IM	Emma	Baker	elbak0@eq.edu.au
BST	Lana	Swayn	eflin13@eq.edu.au
Drama	Veronica	Brady	vjbra1@eq.edu.au
LOTE	Janelle	Morris	jmorr138@eq.edu.au
MUSIC	Katie	Quinn	klqui0@eq.edu.au
MUSIC	Natasha	Milner	nmiln18@eq.edu.au
HPE	Michael	Arcidiacono	marci7@eq.edu.au
HPE	Trevor	Olive	toliv34@eq.edu.au
TECH	Justyn	McConachy	jmmcc4@eq.edu.au
LRC / GEC	Annette	Ryan	aryan60@eq.edu.au
DP P-2	Leigh	Evans	levan143@eq.edu.au
DP 3-4	Janine	Wicks	jwick19@eq.edu.au
DP 5-6	Prue	Ruler	prule1@eq.edu.au
Principal	Matthew	Thompson	principal@whitfieldss.eq.edu.au

## KEY CONTACTS

### School Email:

[admin@whitfieldss.eq.edu.au](mailto:admin@whitfieldss.eq.edu.au)

### General Student Email:

[WSSstudents@whitfieldss.eq.edu.au](mailto:WSSstudents@whitfieldss.eq.edu.au)

### Leave a message for call back –

School Message Bank: 40347366

### Leave a text for call back –

School SMS Messages: 0429655316

### Normal School Phone Number:

4034 7333

### Website:

<http://whitfieldss.eq.edu.au>

### Useful Links from front page

- Principal Updates
- Online Links
- Offline Links
- Curriculum > Curriculum Activities

### Facebook:

<https://www.facebook.com/WhitfieldStateSchool>

### YouTube:

Search *Whitfield State School* from YouTube

### EQ Learning at home Resources:

<https://education.qld.gov.au/curriculum/learning-at-home>

**Where possible  
please contact  
your child's  
teacher first.**

## Cairns Support Services and 24 hour Help Lines

Provided for families who may require emergent access to Cairns based support services during the coming months

### Personal Support:

Providers Name:	Contact Details:
Anglicare Food Bank - Centrelink Concession Card required for free bread, cakes and purchases from low cost shop. - FREE 2 course meals every Wednesday from 5pm. No concession card required for Wednesday meals.	Address: St John's Church Hall, Cnr Lake and Minnie Street, Cairns. Open: 10am to 4pm, Monday to Friday
Anglicare - Youth Support Program	Phone: 4080 5800
Cairns Hospital	Phone: 4226 0000
Family and Child Connect – connecting families to services	Website: <a href="http://familychildconnect.org.au/">http://familychildconnect.org.au/</a> Phone: 13 32 64
ICAN - Financial Counselling	Phone: 1300 369 878
Lives Lived Well - Cairns Alcohol & Other Drugs Support Centre	Phone: 4220 9881
Queensland Health Mental Health Emergency- Acute Care Team	Phone: 1300 642 255
RAATSIC Family Support Information - Cape and Torres	Phone: 1300 663 411
Standby - Support after Suicide, FNQ	Phone: 0407 490 005
Women's Centre FNQ	Phone: 4051 9366 Email: <a href="mailto:wirc@wirc.org.au">wirc@wirc.org.au</a>
Wuchopperen Health Service - Indigenous Health	Address: 6 Moignard Street, Manoora Phone: 4080 1000
YETI - Youth Support and Information	Phone: 4051 4927
Youthlink - Youth Support and Information	Phone: 4031 6179

### Tenancy Support and Advice:

Providers Name:	Contact Details:
Anglicare Homestay - Support for at risk tenancies	Phone: 0417 639 103
Cairns Homeless Services Hub	Address: 149 Bunda Street, Cairns Phone: 4046 8050
Ozcare Homestay - Support for at risk tenancies	Phone: 1800 692 273
QSTARS - Advice and referral service for all renters	Phone: 1300 744 263
Quigley Street Night Shelter	Address: 6-8 Quigley Street, Cairns Phone: 4046 8092
Ruth's Women's Shelter Cairns Ruth's Hub	Address: Shop 108 Raintrees Shopping Centre Phone: 4281 6899 Email: <a href="mailto:rwcairns@bigpond.net.au">rwcairns@bigpond.net.au</a> Email: <a href="mailto:lauren@ruthswomensshelter.com.au">lauren@ruthswomensshelter.com.au</a>
Salvation Army Centennial Lodge	Address: 281-289 Sheridan Street, Cairns Phone: 4031 4432

### Phone Advice:

13 HEALTH (Confidential Health Advice 24/7)	Phone: 13 43 25
Beyond Blue – online chats, support groups, information, referral search.	Website: <a href="https://www.beyondblue.org.au/">https://www.beyondblue.org.au/</a> Phone: 1300 224 636
Domestic Violence Hotline (DV Connect)	Phone: 1800 811 811
Gambling Helpline	Phone: 1800 858 858
Kid's Help Line – phone counselling, online wellbeing activities.	Website: <a href="https://kidshelpline.com.au/kids">https://kidshelpline.com.au/kids</a> Phone: 1800 551 800
Lifeline Telephone Counselling	Phone: 13 11 14
Mensline Australia	Phone: 1300 789 978
Mensline DV Connect Queensland	Phone: 1800 600 636
Parent Line	Phone: 1300 301 300
Relationships Australia Support and Information	Phone: 1300 364 277