



# SUNNYBANK STATE HIGH SCHOOL

## CONTINUITY OF LEARNING

### PARENT AND STUDENT GUIDELINES

#### Our Vision

Sunnybank SHS is a dynamic future-focussed learning community committed to empowering our students to succeed.

#### Our Motto

Many Ways to Excellence

#### Our Values

Critical Thinking; Connectedness; Collaboration; Creativity; Character

Sunnybank State High School provides a dynamic future-focussed learning community and will aim to continue to provide the same learning during these unprecedented times due to the COVID-19 pandemic.

Students enrolled at Sunnybank State High School during Term 2 will be undertaking home-based learning except for students in the following categories:

- Children of essential workers on days when they are not able to be supervised at home and no other arrangements can be made. Essential worker means any worker who must continue to attend their workplace for essential business during this time.
- Vulnerable children include children identified by schools or who:
  - are currently receiving services from Child Safety, including children who are subject to a child protection order
  - are subject to a youth justice order.

These students will engage in their home-based learning at school with onsite supervision. Onsite supervision students will complete the same online work as set by their teacher for all students. They will not be supervised by their regular classroom teacher.

Our school will provide home-based learning, whether it be in the home or onsite supervision, through two modes of curriculum delivery online or hard copy. Teaching and learning arrangements are:

- Online learning platforms
  - eLearn – The Learning Place - <https://elearn.eq.edu.au>
  - OneNote Classroom Notebook (Microsoft)
- Hard copy resources for students that do not have access to devices and/or internet.

#### Home Based Learning Protocols

Sunnybank Learners @ Home and Sunnybank Parents @ Home information sheets have already been provided to support students and parents with the new home-based learning process. This information can also be found on the school website – <https://sunnybankshs.eq.edu.au/calendar-and-news/news/parent-resources>. Further support around student wellbeing while learning at home can be located at <https://education.qld.gov.au/curriculum/learning-at-home/wellbeing-of-students#supporting>



#### Student Attendance – Home-based learning or onsite supervision

The Department of Education has issued a directive that ALL students, regardless of where they are engaged in learning, must be accounted for **by 11am each school day**. Our school process is outlined below:

1. On the first day of Term 2 (Monday 20 April), students will receive an email from their roll class teacher via their EQ email address.
2. Every school day **at 8:45am**, students **working from home ONLY** must email their roll class teacher, copy in their parent or caregiver, to notify them that they are learning from home on that day.
  - a. SUBJECT LINE – CLAIRE O’LEARY YEAR 7E WORKING FROM HOME
3. Student that are ‘onsite at school’ – paper rolls will be taken each day in the Hall or Period 1.
4. If a student is unwell or unable to attend their learning for any other reason on a school day, the parent or caregiver must notify the school via text to 0416 905 308 or email [COVIDattendance@sunnybankshs.eq.edu.au](mailto:COVIDattendance@sunnybankshs.eq.edu.au) or phone the absence line 3323 8160 by 9am each morning with the student’s name, year level and reason for absence before 9am on the day of the absence.
5. Home-based learning – Hard copy students (students without any technology access – email access) - Parents are required to contact the school via text to 0416 905 308 or email [COVIDattendance@sunnybankshs.eq.edu.au](mailto:COVIDattendance@sunnybankshs.eq.edu.au) or phone 3323 8160 by 9am each morning with the student’s name, year level and either ‘learning from home’ or other absence reason.
6. If the roll class teacher does not hear from their students to say where they are learning from and a parent has not contacted the school via the above attendance/absence notification options, a text message will be sent home asking you to account for your child’s absence. Until you make contact with the School, your child’s attendance will be recorded as an ‘Unexplained’ absence and will be referred to the Year Level Co-ordinator. If absences continue to be unexplained then the student will be referred to the Year Level Deputy Principal.
7. Students whose attendance has not been accounted for will be followed up by the school as per normal processes and may escalate to possible Police and/or Child Safety involvement.

### Onsite Supervision Students ONLY

1. School commences at 8:45am each day.
2. Each day there will be a roll call at 8:45am in the Hall.
3. Student will be provided daily information regarding onsite supervision and then will head to classrooms for period 1.
4. Students will stay in the same classroom at the same desk for every period of each day.
5. There will be a limited number of students in each classroom to ensure appropriate social distancing.
6. Students will be working individually on a computer engaging in the home-based learning program.
7. School staff will be rostered for each period supporting students to complete their home-based learning program that has been set by the regular timetabled teacher.
8. Students will follow their normal timetable subject throughout the day.
9. The Canteen will be closed. Students will need to bring their own lunch and water bottles each day.
10. Students will be encouraged to practice school distancing at lunch breaks.
11. Students are required to wear full school uniform – sport or formal.
12. Students will not be able to access the library and will not be able to play basketball/handball/ball sports either before/after school or at lunchtimes.
13. Regular handwashing will be promoted for all students whilst at school.
14. Unwell students are not to attend the school site and the school will require parents/carers to collect the student from school.

### Communication Protocols

1. Communication between school staff and students will only be via the Department of Education email addresses.
2. Staff will be online and available to students for the duration of normal timetabled classes.
3. There is no expectation of correspondence between staff and students outside of normal school time 8:45am to 2:45pm.
4. Staff will endeavour to respond to students within a 24 hour contact period (same day where possible).

5. Parents may receive calls from the school's number or from 'No Caller ID'. We encourage our families to answer 'No Caller ID' calls as these may be from school staff.
6. Parents can also contact their child/ren's teacher via email regarding queries around specific learnings. Teaching Staff will endeavour to respond to parent emails within a 48 hour contact period. Student emails will be prioritised. Parents are encouraged to directly contact the school regarding all other enquiries.
7. If students engage in a 'live' lesson (video conferencing), students will be required to wear their school uniform for these sessions.
8. Only whole school text messaging processes (ID Attend) will occur to parent contact numbers.
9. The school's main communication tools are email, Facebook and <https://sunnybankshs.eq.edu.au/>

## Curriculum Delivery - Overview

1. All students will engage in the same curriculum content provided by the regular teacher for all of the timetable subjects, regardless of whether they are in home-based learning at home or being supervised onsite.
2. Students will be taught a modified curriculum from the Australian Curriculum.
3. All students years 7 – 10 have already received a post pack over the holiday break ready to commence work at home as on Monday. This pack was sent to all students however students with access to technology can commence their learning online as of Monday.
4. Senior students, years 11 and 12, have also received a post pack with important learning information and for some, student individualised hard copy work for some subjects. Most of the senior learning is online (refer to Technology section below regarding school laptop loan)
5. At the beginning of the term, all students will receive an email from their teachers explaining how they expect their students to engage in their subject's curriculum home-based learning program.
6. It is encouraged that students follow their normal school timetable each day, however we also acknowledge that this may look different for each student depending on their family context.
7. Teachers will also be required to provide onsite supervision at school which at times will also impede their ability to be available to adhere to the normal school timetable.
8. Teachers will continue to provide inclusive curriculum support to ensure that work is differentiated for students with specific learning needs.

## Curriculum Delivery - Online

1. Student should check their school student emails and Student SharePoint Notices <https://qedu.sharepoint.com/sites/2080/students> at the start of each day.
2. Students are to try to follow their normal school timetable (OneSchool) each day.
3. Teachers will track student engagement via their interaction with the learning materials for each subject (we understand that not all students will engage in the learning materials at the lesson time designated on their timetable).
4. Teachers will provide a curriculum overview for the week, ensure that the learning goal and success criteria is clear as well as checkpoints and clear expectations around completed work timelines.
5. Students with questions may email their teachers using the following protocols:
  - Email via <https://webmail.eq.edu.au>
  - Click New Message
  - In the To {field} – Type in your teacher's name
  - In the Subject {field} – Type your subject code and brief topic (eg. ENG071A Lesson 2)
  - In the Body {field}:
    - i. Ask your question in a short sentence
    - ii. Then in a second paragraph, please ask your clarifying questions
  - Click Send

6. When sending an email to a teacher, write it with an appropriate greeting and with correct language, grammar and spelling.
7. For IT support contact [helpdesk@sunnybankshs.eq.edu.au](mailto:helpdesk@sunnybankshs.eq.edu.au)
8. Students should refer to the Sunnybank Learners @ Home for support around home-based learning routines.

## Curriculum Delivery – Hard Copy

1. The school has developed a list through investigation to identify families that do not have technology capabilities in the home – either device or internet access. If you are concerned that your family is not on this list please email [admin@sunnybankshs.eq.edu.au](mailto:admin@sunnybankshs.eq.edu.au) informing us that your child will need to access hard copy resources.
2. The school will arrange for hard copy learning materials to be available for families to pick up and drop off completed work at the school once every two weeks. This will occur at the Auditorium. Social distancing will be required. Students will not be allowed to stay on school grounds for any other reasons.
3. Dropping off completed work allows the student and teacher to engage in a continuous feedback loop to support learning. When dropping off completed work it is essential that the provided cover sheet is completed to support the work being delivered back to their classroom teacher for feedback. The coversheet will be emailed out to students in preparation for the first drop off or hard copies will be available in the Auditorium.
4. Pick up and drop off day will be the Friday of Week 2 (May 1) and Week 4 (May 15) from 7:30am until 5:30pm.
5. Hard copy learning materials will cover the curriculum that is being provided via online platforms.
6. All students can utilise email or phone to communicate with their teachers regarding their learning.

## Technology

We are aware that not all families have access to a device and/or the internet. As a school we have a limited number of school devices (laptops) available to loan to students. In the first instance, the school will be allocating devices to students in their senior phase of learning. This will be done through an application process and will require families to meet loan conditions. There will be no charge for the devices however there are conditions on their use and restitution for any damages on return. Details regarding the device loan system will be available on the school website. The school will be contacting year 11 and 12 students without technology access in week one of the term. If you are not contacted and need support in this area we encourage you to contact the school to discuss an application. For IT support contact [helpdesk@sunnybankshs.eq.edu.au](mailto:helpdesk@sunnybankshs.eq.edu.au)

## Types of learning materials

Home-based learning is a new approach for everyone, teachers, students and parents/caregivers. It should be noted that the curriculum materials that we are providing are not the only means of learning that students can access at home. Other learning activities may include but are not limited to:

1. Learning@home - <https://education.qld.gov.au/curriculum/learning-at-home> A website developed by the Department of Education to support continuity of learning for students in the event of prolonged school closures.
2. Offline activities such as reading, physically writing in a journal, taking photographs, cooking, gardening, physical activity, making a video or other artefacts.
3. Exploring online learning – museum tours, wildlife investigations and educational applications.

## Assessment of learning

Our pedagogical focus remains on having assessment for learning, assessment as learning and assessment of learning.

- Teachers will continue to implement a number of checkpoints in the learning phase to check for student understanding and allow for early intervention, if required, and maintain continuity of learning. These checkpoints may differ dependent on student access and engagement.
- Formal assessment at the end of the unit of work may need to be adapted based on circumstances of learning, curriculum delivered and current learning environment.
- The school will aim to provide a semester one report to parents however the format and process will need to be determined further into the term.

## IT support

The following support can be accessed on the school website at Parent Resources or Quicklinks on the home page.

- Links to access student emails, The Learning Place and Student Intranet
- Help Guides – How to.....
- IT support - [helpdesk@sunnybankshs.eq.edu.au](mailto:helpdesk@sunnybankshs.eq.edu.au)

## School Contact List – Can also be found on the school website

### Executive Leadership Team

Principal (Acting)	Leah Fountaine	<a href="mailto:lfoun2@eq.edu.au">lfoun2@eq.edu.au</a>
Deputy Principal (Years 7 and 12)	Tania Williams	<a href="mailto:twill455@eq.edu.au">twill455@eq.edu.au</a>
Deputy Principal (Years 9 and 10)	Sharon Tessmann	<a href="mailto:stess2@eq.edu.au">stess2@eq.edu.au</a>
Deputy Principal (Years 8 and 11)	David Becker	<a href="mailto:dbeck5@eq.edu.au">dbeck5@eq.edu.au</a>

### School Administration

Business Manager	Jennifer Townshend	<a href="mailto:jtown7@eq.edu.au">jtown7@eq.edu.au</a>
All other administration matters	<a href="mailto:admin@sunnybankshs.eq.edu.au">admin@sunnybankshs.eq.edu.au</a>	

### Heads of Department

Arts and HPE	Kelly Niland	<a href="mailto:knila2@eq.edu.au">knila2@eq.edu.au</a>
English	Rosy Kalamafoni	<a href="mailto:rkala2@eq.edu.au">rkala2@eq.edu.au</a>
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Special Education Services	Danni Downie	<a href="mailto:ddown26@eq.edu.au">ddown26@eq.edu.au</a>
SunnyFutures (Year 13) and VET	Robyn Pedler	<a href="mailto:rpel3@eq.edu.au">rpel3@eq.edu.au</a>
Teaching and Learning and Languages	Louise Brier	<a href="mailto:lbrie3@eq.edu.au">lbrie3@eq.edu.au</a>
Technologies	Acacia Platt	<a href="mailto:aplat42@eq.edu.au">aplat42@eq.edu.au</a>

## Year Coordinators

Year 7	Julie Drury	<a href="mailto:jdrur15@eq.edu.au">jdrur15@eq.edu.au</a>
Year 8	Tiffany O'Neill	<a href="mailto:ttone0@eq.edu.au">ttone0@eq.edu.au</a>
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Year 10	Victoria Boulter Groening	<a href="mailto:vmbou0@eq.edu.au">vmbou0@eq.edu.au</a>
Year 11	Karen Makinen	<a href="mailto:klmak0@eq.edu.au">klmak0@eq.edu.au</a>
Year 12	Samuel Muscat	<a href="mailto:sbmus0@eq.edu.au">sbmus0@eq.edu.au</a>

## SunnyFutures (Year 13)

Industry Liaison Officer	Gayle Sparrow	<a href="mailto:gspar12@eq.edu.au">gspar12@eq.edu.au</a>
Industry Liaison Officer	Carmel Davy	<a href="mailto:cdavy0@eq.edu.au">cdavy0@eq.edu.au</a>

## Teaching Staff

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## Student Services Team

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First Nations Coordinator	Rose Page	<a href="mailto:rpage59@eq.edu.au">rpage59@eq.edu.au</a>
School Chaplain	Ben Archbold	<a href="mailto:barch52@eq.edu.au">barch52@eq.edu.au</a>
Community Liaison Officer	John Deng	<a href="mailto:jdeng16@eq.edu.au">jdeng16@eq.edu.au</a>
School Based Police Officer	TBA	
School Based Youth Health Nurse	Erica Carne	<a href="mailto:ecarn11@eq.edu.au">ecarn11@eq.edu.au</a>

## International Student Program

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