



Home Learning Parent Information Sheet

This is a different environment. There will be trial, error, adjustment and development for parents, teachers and students as we transition. Be kind to yourselves, each other and us.

Get ready...

Wellbeing is #1 - Ensure your children maintain healthy sleep habits, a healthy diet, physical activity and balance between learning, family responsibilities, wellbeing, relaxation and screen time.

Communication with you

We will endeavour to continue to use our usual methods of communication, prioritising learning-related matters, and aim to respond to less urgent emails within 48 hours during the hours of approximately 8am-4pm.

- Email and phone
- Class newsletters
- [Banter](#) and eFlash – alternate fortnights
- [Facebook](#)
- [QSchools](#) and [QParents](#)

Students may communicate with teachers through:

- OneNote, SeeSaw, Teams depending on year level
- a daily Teams/Zoom check-in at designated times (optional)
- email and phone

Get set...

Establish Routines

- Establish expectations for how your children will spend their learning time
- Prepare healthy meals and snacks as you would for a normal school day
- Spend time at the beginning of each day helping your children set up
- Check in at regular intervals
- Take breaks when needed. If it doesn't work one day or for one activity, that's ok
- Encourage physical activity and/or exercise during breaks from learning

Setting up for learning

- Create a space for your children to work with as few distractions as possible
- Consider syncing/downloading materials prior to learning (e.g. the night before or overnight) so that learning isn't interrupted by internet availability and speed
- Make sure your children have access to everything they need e.g. device, power, headset, pencils, erasers, books, materials
- Encourage your children's independence and responsibility for their belongings and the learning space

Let's go...

Supporting learning

- Be patient—learning in a new environment takes time
- Assist your children to plan their day, begin their learning and, when needed, access learning
- Encourage your children's independence completing learning activities
- Identify with your children ways to get help and make note of help needed
- Recognise and celebrate completed tasks and progress

Supporting online/digital learning

- Monitor your children's device use at all times
- Establish a safe place for devices to be kept and charged when not in use and overnight
- Set clear expectations around device use during learning time, including games, music and social media (children under 13 years of age are not allowed accounts on most social media platforms)
- Regularly check your children's email sent folder for appropriateness of emails sent
- Minimise screen time outside of learning

Maintain Contact

- Please regularly check your Junk/Spam folder
- If your children are unwell and unable to learn online, please advise the school of absences by 11am via:
 - * [QParents](#)
 - * email absences@brookfieldss.eq.edu.au
 - * Phone the absence line 3374 7360
- Please contact your children's class teacher if you have concerns about their wellbeing and/or learning
- For ICT Services Support email helpdesk@brookfieldss.eq.edu.au



Home Learning Overview of Online Platforms

[More detailed instructions](#) on how to access and use the programs below are attached to this email and will be available on the school website under Curriculum – learning@home

Get ready...

Before you begin

- Year 1 to Year 6 children will need their MIS (Managed Internet Service) ID/username and password. This will be sent to Year 1 parents in an email and Year 2-6 students should already know theirs.
- Consider using Microsoft Edge or Google Chrome rather than Internet Explorer.
- Ensure that your virus protection software is up-to-date.
- Your child will need Office 365 which can be accessed using their MIS ID (Office 365 apps can be downloaded free of charge - see the "Install Office" icon on the right once logged in).

Online Platforms - Home Learning will be delivered using Office 365 apps, SeeSaw (some classes) and Zoom (Prep).

Office 365: Office 365 combines online Office apps including Word, Excel, PowerPoint, OneNote and Teams.

Student Emails through Outlook: Outlook is the primary email application used at Brookfield State School. It delivers a connected experience with your child's email and calendar, and their other Office apps.



Student Learning Through OneNote: Teachers may use OneNote to organise learning to be shared with your child. Each child will have their own section of the OneNote where work can be completed and it will automatically save (sync) their work when on the internet for their teacher to give them feedback.



Teacher-Student Connections through Teams (Year 1-6) and Zoom (Prep): Each class will have a scheduled Teams/Zoom Meeting (video conference) allowing students to connect face-to-face with their teachers.



Year 1-6 students will need their MIS IDs to access Teams.



We have the licensed Education version of Zoom with increased security and tighter controls that address the major risks associated with the widely available free version.

Use of Teams/Zoom by students at home is your choice and responsibility. During all Team/Zoom meetings (video conferencing) students must be supervised by an adult. Students should join Teams/Zoom sessions using the link provided by their teacher. **An account is not needed to participate in a Zoom session.** Students must not have their own Zoom accounts as use of this service is restricted to users aged 18 and over. Please limit the disclosure of personal information by using first names only and maintain the privacy of others by not taking screenshots of Zoom sessions.

Get set...

Accessing the Online Platforms - more detailed information is available [on our website](#) - Learning@Home folder



Student Emails through Outlook

1. Visit [Office.com](https://www.office.com)
2. Sign in with your child's MIS ID and password
3. Click on the Outlook icon on the left side of the screen.



Student Learning through OneNote

1. Students will automatically be notified by email (sent to student email address) when OneNote Class Notebooks are shared with them.
2. Find the email and click on the link to open the Notebook.
3. The second time you access your child's OneNote, follow steps 1-2 for accessing Student Emails through (see left) then click on the OneNote icon instead of the Outlook icon.



Teacher Connections through Teams/Zoom

Please note that students do not need Zoom accounts and parents need to supervise each session.

*** You do not need to sign in to Zoom***

1. Teachers will email the meeting link and post it in the students' OneNote.
2. For Prep - If Zoom has not been used before, click download & run Zoom. If Zoom has already been used on the device then click Open Zoom. As soon as the teacher joins the meeting, a virtual room will pop up and students will enter.

Let's go...

Links to other programs your child may need



[eBooks Digital Library](#)



[Mathletics](#)



[Reading Eggs](#)



[Typing Club](#)