



Telopea Park School

Lycée franco-australien de Canberra



Secondary online learning timetable and protocol: Term 1 and Term 2 2020

This timetable is to support students to organise their weekly routine for online learning – end of term 1 and Term 2-.

This timetable is to support teachers to manage online learning and students' questions / communication.

Green sessions: students working on lessons given on Google Classroom

Purple sessions: teacher-student online exchanges through Google Doc/chat/videoconference (teacher choice)

Orange sessions: students connect with CG teacher through their CG google classroom

Term 2 online learning timetable

Y7 – Y8		Monday	Tuesday	Wednesday	Thursday	Friday
Morning	9.00am 9.10am	CG	CG	CG	CG	CG
Morning	9.30am 10.30am	Line 1	Line 3	Line 2	Line 7	Line 4
	11.00am 12.00pm	Line 5	Line 6	Line 1	Line 5	Line 2
Afternoon	2.00pm 3.00pm	Line 7	Line 4	Personal & Social	Line 3	Line 6

Y9 - Y10		Monday	Tuesday	Wednesday	Thursday	Friday
Morning	9.00am 9.10am	CG	CG	CG	CG	CG
Morning	9.30am 10.30am	Line 1	Line 3	Line 2	Line 7	Line 4
	11.00am 12.00pm	Line 5	Line 6	Line 1	Line 5	Line 2
Afternoon	2.00pm 3.00pm	Line 7	Line 4	Personal & Social	Line 3	Line 6

Online learning protocol

As participants of the Telopea Park School online learning community, students and teachers agree to follow the online learning protocol.

At-Home organisation: students will need to;

- Have at least 8 hours sleep every night
- Have breakfast and be dressed ready for the day, by 9.00am
- Have the device set-up in an appropriate workspace
- Access Google Classroom of the subjects according to the timetable (see above)

Subject / Learning Area organisation: each faculty will;

- Provide learning modules scoped and sequenced appropriately
- Deliver content / lessons via Google Classrooms and/or ManageBac
- Clearly identify compulsory work, including extra support where appropriate
- Provide extension / optional work
- Organise weekly ONE live exchange session (outlined in the timetable and using Microsoft Meet, Zoom Platform, Google Docs, Google Form, Google Hangouts ...)
- Facilitate students to post global clarifying questions about classwork (e.g. use Google Docs)

Online engagement: students must always;

- Remember the online platform is a classroom and they will follow appropriate online protocol
- Observe rules during a live exchange session (switching video / microphone ON/OFF)
- Demonstrate the school values of,
 - **Respect** – be respectful of the entire Google community by using appropriate language
 - **Cooperation** – collaborate with and support each other, including teachers
 - **Honesty** – uphold academic integrity by completing set tasks honestly
 - **Fairness** – seek help from each other BEFORE messaging the teacher

Contacts

- For subject specific questions and or clarifications contact class teacher through Google Classroom
- For IT issues email your Contact Group teacher (first.name.surname@ed.act.edu.au)

Students are encouraged to contact a **Student Services** team member for support when needed:

Student Welfare	Kylie Louis	Kylie.Louis@ed.act.edu.au
Student Engagement	Melanie Consola	Melanie.Consola@ed.act.edu.au
Student Differentiation	Stacey Griffiths	Stacey.Griffiths@ed.act.edu.au