



In general, our Online Learning model will be flexible, acknowledging that students may need to access materials and complete class work at different times to their peers depending on their circumstances. Digital technologies and applications are able to provide sustained elements of curriculum delivery and a means of communication.

EXPECTATIONS

Should the school need to close, the following expectations of community members will apply.

STUDENTS

- Dedicate appropriate time to learning, reflective of a school day including homework and study time, as guided by your teachers. Students may be requested by teachers to virtually attend a “live” online learning event at a set time in order to collaborate with their peers. Students will be provided a minimum of 24 hours’ notice to complete work set by teachers.
- Check school email and Online Learning Platforms (Sharepoint / Onenote / Teams) each morning and afternoon Monday to Friday for information on courses, resources and assessment.
- Submit assessments by the due date as communicated by teachers or request extensions as outlined in the Assessment Policy. www.kingstonsc.eq.edu.au

TEACHERS

- Provide school work that approaches regular learning time and associated homework and study time.
- Communicate school work regularly in a pattern similar to a student’s timetable, understanding that students may require a minimum of 24 hours’ notice to participate in “live” events should they be scheduled, or to complete set work.
- Should “live” online learning be chosen as a strategy by the teacher, provide resources so that students who are not able to virtually attend or access a live event are catered for. The timetable provides a potential schedule for “live” learning if it is chosen as a strategy.
- Provide regular check-in opportunities for students and be available during regular school hours where possible. Reinforce continued access to online learning with positive feedback.
- Respond to communication from students and parents within 48 hours Monday to Friday.
- Provide feedback on formal drafts within 7 days.
- Check school email and Online Learning Platforms each morning and afternoon, Monday to Friday.
- Communicate information regularly about assessments to students.

PARENTS

- Assist students in scheduling appropriate time for learning.
- Ensure that students have access to the school email (_____@eq.edu.au) and Online Learning Platforms.
- Be familiar with the Assessment Policy and assist students to communicate with teachers as required.
- Communicate with school staff as necessary, allowing staff members up to 48 hours Monday to Friday to respond.
- Raise questions as required.

KEY STAFF EMAIL CONTACT

Course work and online learning	The individual teacher in the first instance followed by the subject Head of Department	<i>Teaching Staff contact list via faculty email:</i> <i>2139_maths@kingstonschool.eq.edu.au</i>
Assessment	The individual teacher in the first instance followed by the subject Head of Department: English/Humanities – Emma Jenks Mathematics - Phil Baillie Science - Josh Hobbins HPE – Ben Cameron The Arts – Stacey Usher LOTE – Liana Trpkoski Technology – James Hamlyn	ejenk43@eq.edu.au pxbai1@eq.edu.au jhobb61@eq.edu.au bcame15@eq.edu.au skush0@eq.edu.au ltrpk2@eq.edu.au jhaml15@eq.edu.au
Student Services	Years 7 and 8 – Michael Goode Years 9 and 10 – Dale Lynch Years 11 and 12 – Luke Anthony Special Education – Jonathon Bragg	mpgoo1@eq.edu.au djlyn0@eq.edu.au lanth4@eq.edu.au jbrag16@eq.edu.au
Technology Access	James Hamlyn <i>Head of ELearning</i>	jhaml15@eq.edu.au
Other important issues	The year level Deputy Principal in the first instance followed by the Principal Patrick Mackle <i>DP Junior Secondary</i> Jan Cunningham <i>DP Senior Secondary</i> David Holgate <i>DP School Performance</i> Caroline Hill <i>DP Inclusive Practices</i>	pmack31@eq.edu.au jcunn70@eq.edu.au dholg1@eq.edu.au chill205@eq.edu.au