

D I S T A N C E L E A R N I N G
F O U N T A I N G A T E
S E C O N D A R Y C O L L E G E



FOUNTAIN GATE
SECONDARY COLLEGE

VCE Student Guidelines

Learning must continue

Stay Mindful



Stay Active



Stay Engaged



Stay Connected

Distance Learning Contents



FOUNTAIN GATE
SECONDARY COLLEGE

Distance Learning Guidelines	1
<i>What guidelines am I expected to follow?</i>	
Distance Learning Platforms	2
<i>Which technology is available for me to learn?</i>	
Engaging in Distance Learning	3
<i>Will I be expected to follow my normal school timetable?</i>	
<i>How will I manage my workload?</i>	
<i>What will be included in a Weekly Learning Plan?</i>	
<i>Will I still complete SACs and SATs?</i>	
<i>Can I apply for special consideration due to COVID-19?</i>	
Maintaining physical, emotional and mental health	5
<i>Stay Mindful</i>	
<i>Stay Active</i>	
<i>Stay Engaged</i>	
Staying Connected	6
<i>How can I contact my teachers?</i>	
<i>How do I know who to contact and for what reason?</i>	
<i>What if I require support outside of the school?</i>	
Wellbeing and Youth Supports	7
Study Templates	9
Example Study Timetable	12
Example Special Consideration Journal	13
Further Ideas for Study	14

Online Learning Guidelines



FOUNTAIN GATE
SECONDARY COLLEGE

What guidelines am I expected to follow?

As a student at Fountain Gate Secondary College, you are expected to:

- Communicate with your teacher regularly via Microsoft Teams to provide an update on your learning and progress made.
- Act in a respectful manner and uphold all school values online just as you would face to face.
- Be ready and online to learn each day. You are to approach online learning as an extension of at-school learning. This includes:
 - Participating in live, online tutorials
 - Asking questions in Microsoft Teams
 - Submitting all course requirements by the due dates provided
- Read your comments and messages carefully before posting them online. All comments are stored by the school, regardless of whether you delete them.
- Be the best digital classmate by making sure you:
 - Are in a quiet space where I can sit up and listen.
 - Are dressed appropriately.
 - Have all subject materials available to you.
 - Have turned off your camera and microphone until your teacher asks you to turn it on.
 - Only turn your microphone on when you are talking, then switch it off again.
 - Use the chat feature to alert the teacher if you are experiencing difficulties.
 - Place all other device notifications on silent.

Distance Learning Platforms



FOUNTAIN GATE
SECONDARY COLLEGE

Which technology is available for me to use?

Email, Compass, Edrolo and Microsoft Teams are the four main platforms that Fountain Gate Secondary College will be using to facilitate online teaching and learning.

Email

- Email can be used for corresponding with students, teachers and the school. Your school email is to be used at all times.
- When a teacher needs to contact you directly, they will send you an email to your Fountain Gate email address, so make sure you check this regularly.
- You can access your email via the 'FGSC Email' link in the Compass Favourites menu. Your username is your school email address (STUDENTCODE@fountaingatesc.vic.edu.au) and the password is the same one you use for Compass.

Compass

- Teachers will use Compass to provide important information such as subject content and directions for Lessons and Learning Tasks.
- All class materials can be downloaded from class resources.
- Course requirements and/or formative assessments will be submitted through Compass Learning Tasks. This is also where you will receive substantive feedback from your teachers on your work.

Edrolo

- Edrolo may be used as another mode of online teaching and learning. Your teacher may set work for you to complete through Edrolo.
- Edrolo should be used for individual study.

Microsoft Teams

- All of your classes have already been created in a Team which you have been invited to join.
- You can access Teams via the 'Microsoft Teams' link in the Compass Favourites menu. Your login details are the same as your school email.
- Make sure you have turned on notifications for all relevant channels, so you are alerted when new information is posted. Just click the '...' next to the channel name, and select 'Channel Notifications'.
- Teachers will be using Teams to deliver interactive teaching content, such as videos, whiteboard discussions, hold lectures in real time or film themselves using Teams and upload this for you to access and complete at your own pace.
- If a teacher does want to connect with you through a Teams Tutorial, it is expected that you attend.

Engaging in Distance Learning



FOUNTAIN GATE
SECONDARY COLLEGE

Will I be expected to follow my normal school timetable?

Your normal school timetable will continue to show on Compass, however, you are not expected to follow it. You are expected to complete work for each of your subjects during school hours, at your own pace. Your teachers will be supporting your online learning by uploading a Weekly Learning Plan and at the end of each week, all course requirements must be submitted via Compass Learning Tasks.

How will I manage my workload?

It is important that you create structure in your day – *you are not on holidays*. You need to establish a daily routine and take regular breaks just like you would at school. It is also expected that you study for each of your subjects on top of the Weekly Learning Plans provided (just like if we were at school). This is important to ensure you are consolidating the learning taking place throughout the week.

To do this effectively, it is recommended you create a study timetable to assist you in managing your workload. This will ensure that you are planning out what work you will complete for which subject and when. It will also ensure that you are setting aside time to study for each of your subjects. At the end of this document, you will find a list of study ideas for a variety of VCE subjects. If you find establishing a learning plan difficult, a range of resources have been created for you to use. These can be found at the end of this booklet and also on Compass under Student Resources>VCE Sub-School Resources. A sample weekly study timetable has also been provided for you as a guide so you can see how your day could be structured. If you require any further assistance in this area, please reach out to a Student Manager for support.

What will be included in a Weekly Learning Plan?

Your Weekly Learning Plan will follow Fountain Gate Secondary College's Instructional Model and will be uploaded to Compass Newsfeed for each of your classes. You can access your Newsfeed for each class by clicking on the pencil icon from the Compass tool bar. Your Weekly Learning Plan for all subjects will include the following information:

Learning Intention Success Criteria	This will outline your weekly goals and learning targets.
I do	This section may look different each week and could include one or more of the following: <ul style="list-style-type: none">• A screencast• A mini-lesson with a PowerPoint presentation• A pre-recorded Teams Meeting• Edrolo clips to watch• Other links
We do	All students will be expected to participate in a Teams Tutorial. This will be a live (and recorded) lesson.
You do together	Your teachers may assign you to a Distance Learning Group through Microsoft Teams. This will enable you to collaborate with your peers and discuss what you are learning. You may also be asked to collaborate through OneNote Class Notebooks.
You do	Here your teachers will provide you with a checklist of work requirements that you need to complete. This work will be due by 5pm every Friday.

A screenshot has been provided below which outlines where you can access your Weekly Learning Plans and all other required resources in order for you to effectively engage with distance learning.

Class Resources

All resources referenced within your Learning Plans can be found here.

Learning Tasks

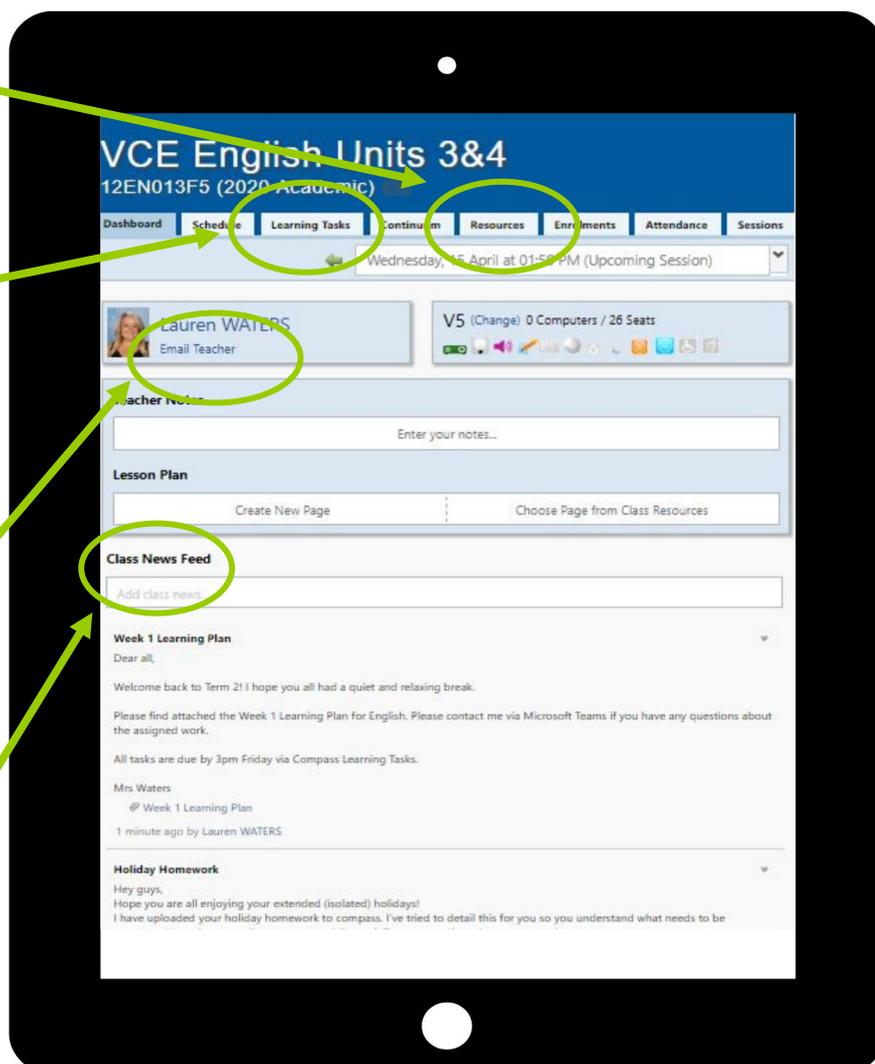
Your teachers will ask you to submit your work via Learning Tasks. Your work will be due every Friday at 5pm for all subjects.

Teacher's Email

If you have a question about your Learning Plan, you can click here to email your teacher directly.

Class News Feed

Your weekly Learning Plans will be uploaded to the class News Feed.



Will I still complete SACs/SATs?

The way we complete SACs and SATs will continue to change based on guidance provided by VCAA. For the first two weeks of Term 2, there will be no assessments taking place. At the end of Week 2, students will be notified of the changes made and the processes that the college will be following.

Can I apply for special consideration due to COVID-19?

VTAC have released a statement encouraging all students to apply for SEAS (Special Consideration Scheme) when applications open in August. This program ensures that students are not disadvantaged for circumstances outside of their control. It can also assist you in gaining entry into your desired university course.

When completing a SEAs application, it asks students to comment on the difficult circumstances endured (with reference to a timeline of events) and the impact these circumstances have had on your learning. Your application will need to be very detailed and specific - it cannot simply state COVID-19 as a reason for applying.

Therefore, it is highly recommended that you complete a weekly journal that tracks the challenges you have faced throughout Term 2. A sample journal template has been provided for you at the end of this booklet and can also be found in the VCE Sub-School resource folder on Compass.

Maintaining your Physical, Emotional and Mental Health



FOUNTAIN GATE
SECONDARY COLLEGE

Remember that this period of isolation is temporary and that we are in this together. Therefore it is important that you pay attention to your own needs and seek support when required. Below are a number of suggestions on how you can maintain your physical, emotional and mental health during this time.

Stay Mindful

If feeling stressed or overwhelmed, try to engage in activities that promote a sense of calm, reduce those feelings of anxiety and help you to feel grounded. There are many ways we can do this and when we do, it can help our brain to work better.

1. Meditate. This is where you try and focus on one thing and tune out from what's happening around you. There are many techniques you could try such as:
 - Breathing: This is a quick and easy way to manage your stress and anxiety. Breathing slowly can help you feel calmer and can be done anywhere. Give it a try. Close your eyes and try breathing in for a count of 6. Then out for a count of 6. Repeat this 5 times.
 - The Body Scan: Make yourself comfortable and close your eyes. Breathe slowly. Now starting at your little toe, slowly focus on each party of your body, moving up until you get to the very top of your head. You'll find that during this activity, your thoughts reduce and you focus more on breathing deeply. It helps you to feel calm and in balance.
 - If these don't work for you, there are many mindfulness apps you could try such as Calm and Headspace.
2. Yoga. This focuses on breathing techniques, meditation and exercise all combined.
3. Listen to music. This can help to regulate your emotions and improve your overall mood.
4. Take a break from the news. Limit your media intake and only use trusted news sources.
5. Stay in touch with your friends via text, email, social media, video chat or telephone.

Stay Active

- Try to get outside every day for at least 30 minutes to complete some light exercise.
- On YouTube, there are many equipment-free routines you can complete from the comfort of your own lounge room for example, you could try 'The Body Coach TV' or 'Yoga with Adriene'.

Stay Engaged

Establish a clear routine

- Keep to a normal sleep cycle. Get up at the same time every day, and get ready straight away.
- Get dressed, have breakfast, brush your teeth and make your bed.
- Work steadily as though it is a normal school day. Use this as a great opportunity to work ahead and not fall behind.
- Take regular breaks and set time to do other things throughout the day.

Have a good place to study

- Create a designated, comfortable learning environment that is free of distractions (such as mobile phones, TV, gaming consoles). Ensure you have a supportive chair, good lighting and that this location is suitable for video conferences.

Staying Connected



FOUNTAIN GATE
SECONDARY COLLEGE

How can I contact my teachers?

If you are worried about falling behind or don't understand the work that has been set, be proactive and ask your teachers for help. You can contact them via email, Compass or Microsoft Teams.

Your teachers will be online Monday-Friday between 11am-12pm and will be available to answer your questions and provide you with feedback. Please note, you are welcome to contact your teachers outside of these hours, however, you may not receive an instant response.

How do I know who to contact and for what reasons?

<p>Year 12 Students</p> <p>Do I have a general question e.g. VCE matters, academic progress, and organisation?</p> <p><i>Email a member of Sub-School for support. If your question is subject specific then you need to email your teacher directly.</i></p>	<p>Head of Senior School</p> <ul style="list-style-type: none"> • Lauren Waters: waters.lauren.k@edumail.vic.gov.au <p>VCE Student Managers</p> <ul style="list-style-type: none"> • Mr Lowe: lowe.steven.r@edumail.vic.gov.au • Ms Mahmoud: mahmoud.hagger.h@edumail.vic.gov.au • Ms Robertson: robertson.kate.l@edumail.vic.gov.au <p>VCE Support</p> <ul style="list-style-type: none"> • Hindi Zarkovic: zarkovic.hindi.T2@edumail.vic.gov.au
<p>Year 11 Students</p> <p>Do I have a general question that isn't subject specific?</p> <p><i>Email your Gateway Teacher for support.</i></p>	<p>11A – Krystle Perdevski: perdevski.krystle.g@edumail.vic.gov.au</p> <p>11B – Genevieve Barlow: barlow.genevieve.l@edumail.vic.gov.au</p> <p>11C – Sonali Pendurkar: pendurkar.sonali.s@edumail.vic.gov.au</p> <p>11D – Sarah Ramsay: ramsay.sarah.k@edumail.vic.gov.au</p> <p>11E – Katherine Rusch: rusch.katherine.k@edumail.vic.gov.au</p> <p>11F – Demi Stathopoulos: stathopoulos.demi.d@edumail.vic.gov.au</p> <p>11G – Maddison Wheatley-Harris: wheatley-harris.maddison.m@edumail.vic.gov.au</p>
<p>Do I have an attendance related question?</p> <p><i>Email Tiina Hatherall the VCE Attendance Officer.</i></p>	<p>VCE Attendance Officer: Tiina Hatherall: hatherall.tiina.a@edumail.vic.gov.au</p>
<p>Do you have an IT related question?</p> <p><i>Please refer back to the section titled 'Distance Learning Platforms'. If your question has not been answered, contact IT.</i></p>	<p>Duncan Threadgold: Threadgold.duncan.m@edumail.vic.gov.au</p> <p>Ben Clark: Ben.Clark@education.vic.gov.au</p> <p>Jimmie Chumacero: Jimmie.Chumacero@education.vic.gov.au</p>

Wellbeing and Youth Supports



FOUNTAIN GATE
SECONDARY COLLEGE

Sometimes things can get overwhelming, even if you've been practicing great self-care. As we are now self-isolating and socially distancing ourselves from others, it is important that you stay connected with your support network.

The school wellbeing team are available Monday-Friday from 8.30-4.30pm and can provide additional information and support to you and your family. If you would like to make an appointment please email our Student Support Coordinator, Libby Schoenfeld or Headspace clinician Sussan Rezaee.

- Libby: schoenfeld.elizabeth.l@edumail.vic.gov.au
- Sussan: sussan.rezaee@each.com.au

Alternatively, you can contact Sussan directly on 0428 562 128 (business hours only).

The Wellbeing Team will be connecting with students via the below online platforms:

- **Zoom** – free to download and use.
- **Skype** – free to download and use.
- **FaceTime** – for iPhone only.
- **Phone calls**

Other services and supports available

Immediate assistance – emergency situations

Emergency services (police/fire/ambulance) – 000

Hospitals

Hospitals Have an Emergency Department, open 24 hours a day, 7 days a week

- Casey Hospital - 62-70 Kangan Drive, Berwick 8768 1200
- Dandenong Hospital – 135 David Street, Dandenong 9554 1000

Medical Clinics & General Practitioners (Doctors)

- Call your regular Medical Clinic/General Practitioner (GP)
- Narre Medical & Dental Centre – 60 Victor Crescent, Narre Warren 9771 2000
- Visit National Health Service Directory www.nhsd.com.au to find a local GP (doctor)
- After Hours GP Helpline - 1800 02 22 22

Emergency Housing

- WAYSS - 294-300 Thomas St, Dandenong 9791 6111

Online Support

- Eheadspace
 - Monday-Sunday: 9am-1am
 - <https://www.eheadspace.org.au>
- Beyond Blue Support Service
 - Monday-Sunday: 4pm-10pm
 - <https://online.beyondblue.org.au/WebModules/General/>
- Kids Help Line Web or Email Support is available
 - Monday – Friday: 1pm-11pm
 - Saturday – Sunday: 11am-11pm
 - www.kidshelpline.com.au/teens/get-help/web-counselling
 - www.kidshelpline.com.au/teens/get-help/email-counselling

Information and Resources

- Mental health information, support & resources (Ages 5– 25 years): <https://kidshelpline.com.au/>
- Teen information, support and resources: www.reachout.com
- Mental health information, support and resources: www.headspace.org.au
- Teen Mental health information, support and resources: www.youthbeyondblue.com
- Teen information, support and resources: www.youthcentral.vic.gov.au
- Victoria's Youth Drug and Alcohol Advice service and information: <http://yodaa.org.au/>
- Teen sexual health information: <https://playsafe.health.nsw.gov.au/>
- Teen information on sexual assault, family violence and respect: <https://youth.secasa.com.au/>

Telephone counselling and support

- Kids Helpline–1800 551 800. 24 hours, 7 days a week
- Lifeline–13 11 14. 24 hours, 7 days a week
- Beyond Blue Support Service –1300 224 636. 24 hours, 7 days a week
- Headspace (Ages 12-25) –1800 650 890. From 9am – 1am, 7 days a week
- Grief Line –9935 7400. Midday– 3am, 7 days a week
- National Child Abuse Helpline - 1800 99 10 99. From 9am – 5pm, Monday to Friday.
- 1800 RESPECT – Sexual Assault, Family Violence - 1800 737 732. 24 hours, 7 days a week

Counselling and Health Services (Ages 12 – 25 years)

- Headspace Narre Warren – 66 Victor Crescent Narre Warren 1800 367 968
- Headspace Dandenong –196 Lonsdale Street Dandenong 1800 367 968
- City of Casey Youth Counselling Service –52 Webb St Narre Warren 0417 347 909

