



**NAMBOUR**  
**CHRISTIAN COLLEGE**



# Junior School 2021 Supported Learning at Home

**A learning guide for  
Junior School students and parents  
for supported learning at home**

*Version 5 30 July 2021*

# Mission Statement

*To provide a secure and supportive  
Christ-centred learning community  
where a commitment to excellence, creativity  
and service is encouraged and modelled.*



# Message from Kylie Baker

## Head of Junior School

Dear parents, guardians and students

We have updated a Supported Learning at Home guide for our families.

Our approach is designed to be developmentally appropriate for each year level. It will include a combination of online lessons, physical resources and home-based challenges to support and enhance your child's learning experience during this lockdown period.

Our learning will be provided online primarily through the platform Seesaw. Each morning, children from Prep through to Year 5 (Year 6 will use Canvas), will log on using their student login details. Students will be welcomed to their learning day via a Zoom meeting with their class teachers and then progress through a series of learning tasks and activities at their own pace. The day will conclude with another Zoom meeting to problem solve any challenges from the day.

The addition of Zoom each morning and afternoon provides a valuable means of continuing the connection between staff and students.

We have designed the Seesaw learning environment to focus primarily on Literacy, Numeracy and Unit work.

At times, students will be directed to access other familiar applications and programs such as Spelling City, Reading Eggs, Mathletics and Typing Tournament. Furthermore, students with learning needs will have access to additional support services provided by the school.

We have designed a daily timetable for each year level in an effort to provide both structure and flexibility. Our teachers are contactable during the school day (8:30am to 3:30pm) to support, encourage and problem solve as required. Our teaching teams will continue to collaborate to ensure that the quantity and range of work set is appropriate in each year level.

Finally, please remember that we are here to support and encourage you and your family as we navigate this new mode of learning. As staff, we will keep you in our daily prayers. As parents it is important that you are kind to yourself and you modify your daily activities to meet the current reality of the situation and focus on what you can accomplish as a family.

May you find strength and encouragement as we continue to support one another in partnering to provide excellence in Christian education for your children.

Yours sincerely

Kylie Baker  
**Head of Junior School**



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# General Information

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All student learning will take place online with the use of either school or home-based technology.

Prep to Year 3 students can access their online learning via a home device. If your family does not have access to an online device, please contact the school for further support.

Year 4 to Year 6 students need to take their school device home to use for schoolwork. It is important that this laptop is carefully looked after and appropriately stored in a safe place at home. Students need to ensure they have their power cord available when studying.

A few reminders for parents:

- Ensure your child can connect to Seesaw. If you are having difficulty with this, please contact your class teacher.
- Ensure you can access the Zoom link which will be sent daily via email. Morning Zoom sessions will commence at 9.00am each morning and 2.40pm in the afternoon.
- Student learning materials are available for collection (refer to email)
- We encourage you to follow a daily and weekly plan provided by the class teacher.
- Please be aware that some content is delivered from videos on YouTube. In a school environment these are supervised by teachers to ensure that they only watch the intended content. We encourage every parent to increase your security settings on your home network for the protection of your children.
- If you experience difficulty with technology, we encourage you to read, write and play with your child.

**PREP THROUGH TO YEAR 6**

<p>How will students access their learning?</p>	<ul style="list-style-type: none"> <li>• Daily learning tasks will be posted on Seesaw each day by 9.00am each morning, Monday through to Friday for Years 1-5.</li> <li>• Year 6 learning tasks will be shared via Canvas.</li> <li>• All students will receive physical learning packs.</li> <li>• Students will be able to submit work for teacher review via Seesaw.</li> <li>• For uploading work, please refer to the Seesaw Home Learning QR Code and accompanying instructions which were sent home to all parents. If you are unable to locate this sheet, please contact your child’s teacher. If you are unable to upload, please keep and send to school at a later date.</li> <li>• Seesaw is our primary platform which will contain the external links for students to access other online programs, see page 7.</li> </ul>
<p>What type of learning activities will be included in the daily routine?</p>	<ul style="list-style-type: none"> <li>• Tasks will be age-appropriate and involve a range of learning activities designed by the classroom teacher.</li> <li>• All students will receive a learning pack with school books and resources to utilise.</li> <li>• We are mindful of the need to balance screen time with hands-on learning. Teachers will incorporate a variety of learning approaches in their daily lesson plans for their class.</li> <li>• Some tasks will involve online learning programs. Please refer to the online section on page 12-13.</li> </ul>
<p>If you or your child are experiencing difficulties, what do you do?</p>	<ul style="list-style-type: none"> <li>• If it is a technical difficulty, please contact the School IT Dept, (07) 5451 3371.</li> <li>• If you experience technical difficulties with a particular learning task, please move on to the next activity.</li> <li>• If you struggle with understanding the learning activity or your child is unable to complete the task, please move onto the next activity.</li> <li>• Class teachers will be available to respond to student questions via Seesaw. Alternatively, parents may email the teacher. Each class teacher will be checking messages intermittently between 8:30am &amp; 3:30pm each school day.</li> <li>• In the event that your child’s class teacher is absent or unable to respond, you may receive a message from another teacher in that year level.</li> <li>• Mrs Massie, Mrs Easton and Mrs Dutton are available for consultation with parents whose children have additional needs.</li> </ul>
<p>How can parents and students expect to hear from the teacher?</p>	<ul style="list-style-type: none"> <li>• Class teachers will be reviewing completed student work and will provide feedback on key learning activities.</li> <li>• Please note that NOT all learning activities will require specific teacher feedback.</li> <li>• Class teachers will contact each of their students via a phone call to parents each week</li> </ul>

## SEESAW INFORMATION

Seesaw is a safe and secure online learning environment managed by the classroom teacher. It serves to provide students with meaningful and interactive learning experiences no matter where they may be.

Seesaw is easy to use and provides a range of creative ways where teachers can design exciting lessons for your child.

Please note that Seesaw must be used with Google Chrome rather than Internet Explorer or EDGE. Below are steps for setting up Seesaw at home and additional resources to help you support your child.

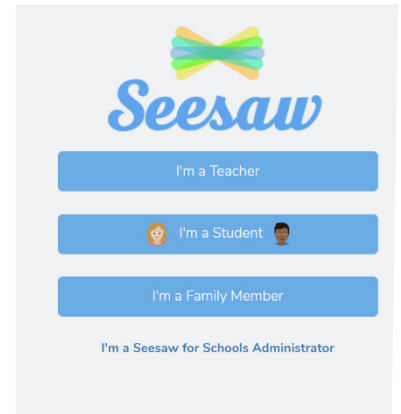
Set up your child in the Seesaw Class App:

1. For devices like tablets or phones, download the Seesaw Class App. For laptop or desktop computers, go to [app.seesaw.me](https://app.seesaw.me) Alternatively, log on via the website, <https://web.seesaw.me/>

2. Click I'm a Student

3. Enter the text code or scan the QR code - Prep - Year 3 - or email and password for Year 4-6

If you have any questions, feel free to email your child's teacher.





## EXAMPLE LESSON



### March 30th - Monday - Learning Space 1 - Spelling

Learning Goal: You can recognise and spell words that have a 'wa' saying a /wa/ sound.

1. Recall 'soft g' words from page 16 in your Jolly Grammar book.
2. When 'a' comes after a 'w' it often has the /wa/ sound.
3. Complete page 18 in your Jolly Grammar book.
4. Press  and Take a  of your work to send to your teacher.
5. "Fast finishers" Write 3 silly sentences that have as many 'wa' words in them as you can.

Waiting for Response

 Add Response

 Assigned on Mar 25 at 01:34 PM

 English

## STUDENT ABSENCES

As a school, we are required to continue marking student absences. Attendance will be recorded in the same manner as if your child was at school. During the morning Zoom sessions, teachers will take a roll to record attendance. If your child is unable to participate in the Zoom session, Seesaw will be used to determine the attendance instead.

If your child is unwell or unavailable for a day, or needing to take an extended absence, please email your class teacher and Junior School office, [junioradmin@ncc.qld.edu.au](mailto:junioradmin@ncc.qld.edu.au).

## LEARNING ENVIRONMENTS

Creating a safe, practical and comfortable learning space at home for your child will assist them in developing a positive attitude to learning. Please remember it is important that online learning occurs in communal spaces.

Having all you need ready for learning will enable your child to engage with the learning quickly and efficiently. Helpful tips for you and your child:

- Charge your laptop device overnight ready for a great start to the day.
- Have a good supply of stationery ready for use.
- Appropriate light source will prevent children from straining their eyes.
- Drink plenty of water throughout the day.
- Take regular breaks from sitting and regularly stretch throughout the day.

## DAILY ROUTINE

It is essential that families work together to create a daily and weekly routine that supports their situation.

We encourage you to include time for family devotions, recreation, schoolwork, exercise, chores, creativity and family time.

This may look something like the example provided.

## LEARNING ROUTINE EXAMPLE

1. Morning exercise
2. Zoom session and class devotion
3. Literacy time (Spelling and Reading)
4. Break time
5. Literacy time (Handwriting and Writing)
6. Break time
7. Numeracy time (Basic facts and number focus)
8. Break time
9. Unit work or other engaging activity



## DEVOTIONS

As a Christian community we value devotion time both as a class and as a school. We will continue devotions with all our students online via Zoom.

Every Friday, Mrs Robertson, our Pastoral Care Coordinator, will provide a virtual chapel experience for all our students to enjoy.

As a family, we encourage you to take this opportunity to have daily devotions as a family. This is a time when our spiritual strength will be needed to help care for the wellbeing of each family member and strengthen our faith in Christ.

## SAFETY ONLINE

It is important that our students maintain safe and responsible practices while participating with online learning.

## INTERNET ACCESS WITH NCC DEVICES

NCC laptop devices are protected at all times by several technological tools that safeguard both students and the system itself:

- A firewall and virus protection.
- Monitoring systems - to keep track of who downloaded what, when they downloaded it, and using which computer.
- Filtering and content control – to minimise access to inappropriate content via the school network.

These security systems will prevent you and your child from accessing the internet until you authenticate to the security system via the Check Point Application.

To gain internet access outside the school:

- Connect to your home Wi-Fi as normal
- Open the Check Point Application
- Enter Your Student Number (S0xxxx) and Password
- Press Connect

## YEAR 4 – 6 SCHOOL EMAIL

- Your child's email address is – StudentNumber@ncc.qld.edu.au (Example: S01419@ncc.qld.edu.au)
- You can access your email from Microsoft Outlook on your computer or via the WebMail link from the NCC Student portal.
- All emails sent to and from Nambour Christian College students are scanned by Microsoft's automated systems to identify viruses, phishing scams, spam and other malicious materials.

## HELP DESK

Any issues with the Laptop or School Software can be resolved by bringing the Laptop to the IT Department at NCC between times of 8 am to 4 pm. If you are outside the school, please call the Help Desk number on (07) 5451 3371.

**Please be aware that student security and safety on non-NCC devices remain the responsibility of the parents.**

- Remember, if you have your video enabled, the other attendees will see everything you do during the

## USING ZOOM IN THE JUNIOR SCHOOL - STUDENTS

### General Zoom Guidelines for Junior School Students

- Your microphone should be muted unless you are directly talking with the teacher or speaking at the teacher's request
- Normal school behavioural expectations apply
- You may only communicate with teachers on Zoom during regular school hours
- Whilst engaging in a Zoom meeting with your teacher/class, you should be free from distractions and give your full attention to your teacher (e.g. no other online platforms should be used while you are Zooming)
- As always, all online interactions should be respectful of yourself and others
- During Zoom meetings you are required to meet the expectations of uniform free days and be dressed appropriately
- You must not record the session or take photos or screen shots of the Zoom session without the permission of your teacher
- You must be seated in an appropriate area of your home. Students are not permitted to Zoom from their bedroom
- You are not permitted to change your name or background image
- You are expected to be on time for all scheduled Zoom sessions
- You are not to share your Zoom meeting link and/or password with anyone else
- When you join the meeting, you will be directed to the waiting room until your teacher admits you to the meeting

### Meeting Preparation

- If you haven't joined a Zoom meeting before, allow yourself between 5-10 minutes to connect.
- Make sure the physical space you are in has adequate lighting, a well-lit office space should be sufficient.
- Spend some time testing your video and audio settings and resolve any issues before the meeting start time.
- Use a good quality headset with an integrated microphone to eliminate potential audio issues or feedback (that screeching sound) in the meeting.
- Minimise potential distractions such as glare, uneven lighting, background noises and potential interruptions.
- If you are going to share content during the meeting, make sure your presentation/materials are ready. Test the share function before the meeting starts.

### Communicate effectively

- Do an audio check as soon as you connect to the meeting and ensure that the other participants can hear you.
- Speak in a normal voice directly into your microphone - you shouldn't have to shout. Avoid turning your head from side to side while talking, as your voice may fade in/out.
- If wearing a headset, avoid having mouthpiece too close to your mouth, as this will send heavy breathing sounds to the other attendees.
- When starting to talk avoid asking "Can you hear me?" Assume everything is working fine - someone will let you know if something is wrong.

- Be natural on camera, but limit excess movement. If you walk around while speaking, remain in a small area and walk slowly.
- Remember, if you have your video enabled, the other attendees will see everything you do during the call, and everything that happens around you will be seen in the meeting.

### **Etiquette**

- When not speaking, mute your microphone via the mute button in Zoom. This keeps background noises to a minimum; a 'must' during Zoom meetings.
- Video conferencing sometimes involves a slight delay in signals being sent and received. If you interrupt a speaker to add something, or ask a question, they may not hear you instantly, resulting in a disjointed break in the meeting.
- When students wish to speak or share during a Zoom meeting, they should:
  - Use the "Raise your hand" feature
  - Use the Q&A function, to get the presenter's attention
  - Avoid "side conversations" when your microphone is on and try not to rustle papers or make tapping sounds near the microphone. These can be heard by the other attendees and will be distracting.

**STUDENT WELLBEING**

Wellbeing encompasses our physical, mental, social, emotional and spiritual health. Our students’ wellbeing affects their capacity to engage with their learning, respond positively to others and successfully navigate life’s challenges. When routines and circumstances change, what remains the same is critical. For children, that means being loved, having someone to talk to and providing opportunities to learn, explore and play. The following is a guide to support your child’s wellbeing in times of significant change, uncertainty and possible isolation.

<b>CONNECT</b>	<ul style="list-style-type: none"> <li>• Shift expectations and priorities to focus more on what gives your family meaning, purpose and fulfilment.</li> <li>• Make space in your day to intentionally spend time with your child.</li> <li>• Look for opportunities to support your child to connect with friends and loved ones through phone calls, letters and video messages.</li> <li>• Spend time together in daily devotions, bible reading and prayer.</li> </ul>
<b>GIVE</b>	<ul style="list-style-type: none"> <li>• Time together is precious, so be patient, open and available when you can. If you’re working and there’s a challenge, acknowledge your child’s struggle and ask them if it can wait, then commit to working through it when you can. Keep your commitment to them. Apologise if you don’t - children are very forgiving.</li> <li>• Your words and your presence are so valuable to your child and your wider family. By fostering a family team spirit and purpose, you can increase self-worth and hope.</li> <li>• Modelling and fostering a heart of gratitude helps children to develop strong social understanding and care.</li> <li>• Look outwards - create thank you notes and get-well cards for those you care for.</li> </ul>
<b>TAKE NOTICE</b>	<ul style="list-style-type: none"> <li>• Even if your family is isolated or quarantined, remind your family of the temporary nature of this experience.</li> <li>• Be informed about the crisis but limit time spent on news and social media to minimise your family’s exposure to the situation.</li> <li>• When circumstances are difficult, or you notice changes in your child’s behaviour, firstly acknowledge how they are feeling.</li> <li>• Be a role model, mirror care and stay calm when talking with your child.</li> <li>• Listen to their words, watch their actions and don’t jump to conclusions.</li> <li>• Answer questions simply and honestly.</li> <li>• It is important to acknowledge the normality of their feelings and to correct any distortions of the concerns that they express.</li> <li>• Acknowledge that feelings such as loneliness, boredom, fear of contracting disease, anxiety, stress, and panic are normal reactions to a stressful situation such as a pandemic</li> </ul>

<b>BE ACTIVE</b>	<ul style="list-style-type: none"> <li>• Evidence suggests that physical activity can increase the ability to cope in difficult situations.</li> <li>• Give your children several opportunities a day to move about. Play outdoor games or enjoy the classics like elastics, hopscotch, handball and hide and seek.</li> <li>• If you can't go outside, open your windows for fresh air and take time to look outside.</li> <li>• Enjoy sensory activities that involve touch, sound, sight and taste, for example, finger knitting, dancing, making slime and cooking.</li> <li>• Place limits around screen time and avoid smart devices for at least an hour before bed, preferably two hours.</li> </ul>
<b>KEEP LEARNING</b>	<ul style="list-style-type: none"> <li>• Try and keep a structure and routine that suits you. Daily routines, including bedtime and weekday morning routines, provides children with a sense of normality. Get dressed for the school day!</li> <li>• Foster curiosity. Learning is so much more than formal education and lasts a lifetime! 'Ah-ha' moments together are gold!</li> <li>• Celebrate questions as opportunities to search for answers together.</li> <li>• Be kind to yourself! Modify your daily activities to meet the current reality of the situation and focus on what you can accomplish.</li> </ul>

**FURTHER SUPPORT:**

- Focus on the Family: Help for families during the COVID-19 crisis  
<https://www.focusonthefamily.com/family-time-during-the-coronavirus-quarantine/>
- You Version - Bible app for adults and children with access to many bible studies via your smart device  
<https://www.youversion.com/>
- Stuck inside with the kids during the coronavirus pandemic? Here are some ideas for creative play  
<https://mobile.abc.net.au/news/2020-03-25/coronavirus-covid-19-children-creative-play-at-home/12074628>
- Parents Helpline: phone 1300 30 1300  
<https://kidshelpline.com.au/parents/issues/how-parentline-can-help-you>
- Kids Helpline: phone 1800 55 1800  
<https://kidshelpline.com.au/>
- Parent/Caregiver Guide to Helping Families Cope with the Coronavirus Disease 2019 (COVID-19)  
[https://www.nctsn.org/sites/default/files/resources/fact-sheet/outbreak\\_factsheet\\_1.pdf](https://www.nctsn.org/sites/default/files/resources/fact-sheet/outbreak_factsheet_1.pdf)

## References:

1. Mental Health Foundation of New Zealand (n.d.), Five Ways to Wellbeing: a best practice guide, Mental Health Foundation of New Zealand, viewed 25 March 2020, <https://www.mentalhealth.org.nz/assets/StayingWell/Five-Ways-to-Wellbeing-images-and-files/mentalhealth-5ways-web-single-2.pdf>
2. National Child Traumatic Stress Network, (updated 1 March 2020), Parent/Caregiver Guide to Helping Families Cope with the Coronavirus Disease 2019 (COVID-19), National Child Traumatic Stress Network viewed 25 March 2020, [https://www.nctsn.org/sites/default/files/resources/fact-sheet/outbreak\\_factsheet\\_1.pdf](https://www.nctsn.org/sites/default/files/resources/fact-sheet/outbreak_factsheet_1.pdf)
3. Wiltshire Council, (2020), Looking After Yourself, Looking After Your Children, Wilshire Council, U.K., viewed 25 March 2020, <https://www.corsham.wilts.sch.uk/attachments/download.asp?file=166&type=pdf>

**ONLINE RESOURCES**

To help support easy access to all online learning resources, please refer to your child’s login details which is provided by your classroom teacher.

**Acer Laptop Login:** Students require their login and password details to access their laptop.

**CLASSROOM ONLINE RESOURCES**

YEAR LEVEL	LEARNING RESOURCE	EDUCATIONAL SUPPORT
Prep - Year 6	<a href="#">ABC Reading Eggs / Express</a>	Reading Eggs is a comprehensive reading program grounded in solid educational research and covers the five pillars of reading – phonics, phonemic awareness, vocabulary, comprehensions and fluency.
Year 3 - Year 6	<a href="#">Mathletics</a>	Mathletics provides an interactive and engaging mathematical environment that supports students’ learning, so they continue to grow and gain confidence in mathematics.
Year 2 - Year 6	<a href="#">Typing Tournament</a>	Typing Tournament has been specially created to provide all students maximum flexibility in establishing and reaching their typing goals. As users progress through the levels, the required typing speed increases and muscle memory critical for typing success is developed.
Year 1-3	<a href="#">Matific</a>	Matific - Matific’s highly visual, interactive Mathematics learning platform is ideally suited to Lower Junior School and Learning Enrichment students. It presents problems in real world contents and uses digital manipulatives to enhance learning.

If a child does not have their student ID or password, they must contact their classroom teacher.

## LIBRARY ONLINE RESOURCES

Library support is available for students while studying at home. Listed below are the main resources your students use when they visit the library and are accessible at home. Some require logging in with a student number and password. This helps to ensure that your child will only be able to access resources that are age-appropriate, as the content is age restricted. These links are also on the Student Portal under the 'NCC Library' tab.

- Your child's student number is on this/her red library folder under the barcode
- Your child has his/her own password
- Years 1 -3 students have been practising using their passwords in library, however if you need assistance with these details or with the resources, please email me at any time: [SBATE01@ncc.qld.edu.au](mailto:SBATE01@ncc.qld.edu.au)

YEAR LEVEL	LEARNING RESOURCE	WHAT IS IT?	LOG IN DETAILS (IF NEEDED)
Prep - Year 3	<a href="#">DK Findout</a>	Information resource for young students	
Prep - Year 6	<a href="#">Britannica Online Encyclopedia</a>	Encyclopedia online	Log in number: 1234
Prep - Year 6	<a href="#">Clickview</a>	Educational TV programs, documentaries, movies	Username: S0_ _ _ _@ncc.qld.edu.au Password: Laptop password
Year 5 - Year 6	<a href="#">Online Referencing Generator</a>	Help with correct writing of bibliographies	
Prep - Year 6	<a href="#">eBooks and eAudiobooks</a>	eBooks and eAudiobooks for reading and listening	Username: S0_ _ _ _ Password: Laptop password

**LEARNING ENRICHMENT**

For students with additional needs, you have access to the following learning programs. If you need extra support, please contact your teacher, Mrs Massie, Mrs Easton or Mrs Dutton. We are here to help you!

<b>LEARNING ENRICHMENT PROGRAMS</b>		
Matific Year 3 - Year 6	In Matific, students' progress at their own pace and engage with a unique sequence of interactive activities. Students use the immediate interactive feedback to adjust their thinking while solving each problem. There is an inbuilt reporting system that will allow teachers and parents to track student progress.	Please contact Mrs Massie or Mrs Dutton for support
Microsoft Word Year 4 - Year 6	Read Aloud - Listen as Word reads your document aloud, highlighting text as it reads. Word also has an inbuilt speech to text option, translating spoken word into written text.	Please contact Mrs Massie or Mrs Easton for support



**CONTACT LIST**

If you need support or guidance, please contact via phone or email.

<b>CONTACT DETAILS</b>		
Junior School Administration	(07) 5451 3300 or junioradmin@ncc.qld.edu.au	
Student wellbeing support	Deb Donohoe	<a href="mailto:Deb.Donohoe@ncc.qld.edu.au">Deb.Donohoe@ncc.qld.edu.au</a>
	Mia Robertson	<a href="mailto:Mia.Robertson@ncc.qld.edu.au">Mia.Robertson@ncc.qld.edu.au</a>
Teaching and Learning support	Tim Chalmers	<a href="mailto:Timothy.Chalmers@ncc.qld.edu.au">Timothy.Chalmers@ncc.qld.edu.au</a>
Learning support	Lisa Massie	<a href="mailto:Lisa.Massie@ncc.qld.edu.au">Lisa.Massie@ncc.qld.edu.au</a>
	Tammy Easton	<a href="mailto:Tammy.Easton@ncc.qld.edu.au">Tammy.Easton@ncc.qld.edu.au</a>
	Jo Dutton	<a href="mailto:jdutt01@ncc.qld.edu.au">jdutt01@ncc.qld.edu.au</a>
Specialist Teachers	Lee-anne Gordon (French)	<a href="mailto:Lee-anne.Gordon@ncc.qld.edu.au">Lee-anne.Gordon@ncc.qld.edu.au</a>
	Emily Perry (PE)	<a href="mailto:Emily.Perry@ncc.qld.edu.au">Emily.Perry@ncc.qld.edu.au</a>
	Deb Smith (Music)	<a href="mailto:Deborah.Smith@ncc.qld.edu.au">Deborah.Smith@ncc.qld.edu.au</a>
	Sharon Bates (Library)	<a href="mailto:Sharon.Bates@ncc.qld.edu.au">Sharon.Bates@ncc.qld.edu.au</a>
Seesaw admin support	Classroom teacher	
	Meg Rienecker	<a href="mailto:Meg.R@ncc.qld.edu.au">Meg.R@ncc.qld.edu.au</a>
Technology support	Classroom teacher	
	IT Support	<a href="mailto:it@ncc.qld.edu.au">it@ncc.qld.edu.au</a>
		Direct line (07) 5451 3371



**NAMBOUR**  
CHRISTIAN COLLEGE

SOW TO HARVEST



**SECURITY.**  
**SUPPORT.**  
**SUCCESS.**