



# Melrose High School

Values 'R.E.S.P.E.C.T'  
Resources, Effort, Self, Peers, Environment,  
Community, Teachers



## FREQUENTLY ASKED QUESTIONS

### TIMETABLE

**Q:** Would there be a specific time for each subject to learn in a day?

**A:** *Orientation Week* will operate Tuesday 28 April 2020 to Friday 1 May 2020 and there is a second timetable, *Week 2-10, Term 2, 2020 Timetable*. Copies of these timetables have been emailed to students and parents/carers; they are also available online in the *Keeping It Real* Google Classroom on the school's website.

**Q:** Are we going to roll call for the start of every day of Term 2, 2020?

**A:** Check-in (roll call) will run every day, 9-9.30am during the *Orientation Week* then Monday, Wednesday and Friday from Week 2-10, Term 2, 2020. If you have any questions about Check-in please contact the Student Engagement Executive Teacher, Nathan Hitchcock by email at: [Nathan.Hitchcock@ed.act.edu.au](mailto:Nathan.Hitchcock@ed.act.edu.au).

**Q:** Will teachers be sticking to the set timetable and being online and available during that time?

**A:** Teachers will be following the timetable that was emailed to students and parents/carers. The format for class connect will be negotiated with students, and could be virtual session, email based, Q&A through google shared document etc.

**Q:** How long each day will kids be expected to be 'in class'?

**A:** Remote learning for Term 2, 2020 is flexible and MHS has developed a timetable where students have access to their classroom teacher for two hours each week and their check-in teachers for an hour and half each week. Please see the Parent/carer responsibilities section below regarding attendance.

**Q:** What is the difference between virtual face to face sessions and the class connect session?

**A:** Virtual face to face sessions are conducted through a Google Hangout. These sessions are a mix of explicit instructions, class activities, discussions, Q&A, etc. Class connect sessions are negotiated with the class in how they are run. Students are not expected to attend the whole class connect session and can use this time to work on activities and communicate with the teacher who is available through google classroom, email or a Google hangout.

**Q:** When and how is the official attendance for students taken?

**A:** Attendance is marked during the Monday, Wednesday and Friday Check-In sessions 9-9:30am and during the virtual face to face sessions on a Tuesday and Thursday 11:30am-1pm. If your child misses these sessions, but is engaging in remote learning, please email the rolls office to alert the school that your young person/s are undertaking remote learning. The rolls office can be contacted by email: [rollsoffice@melrosehs.act.edu.au](mailto:rollsoffice@melrosehs.act.edu.au).

### CLASS TASKS & ACTIVITIES

**Q:** How do some electives like VET hospitality work? Or any other electives?



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**A:** Students will engage in a variety of activities throughout Term 2, 2020, including all electives. These classes will operate differently, and students will receive clear instructions during *Orientation Week*.

**Q:** Will we have group work?

**A:** Students will engage in a variety of activities throughout Term 2, 2020, which may include group tasks, whole class discussion, brainstorming activities, debates etc.

**Q:** How will PE operate in Term 2, 2020?

**A:** PE will operate each week and students will receive more information as to how this will be managed during *Orientation Week*. For more information please contact the Health & Physical education Executive Teacher, Sonja Marmont by email at: [Sonja.Marmont@ed.act.edu.au](mailto:Sonja.Marmont@ed.act.edu.au).

**Q:** How will students be assessed if they are learning from home for a significant period (for example, all of Term 2)? Will there be exams, or just assignments?

**A:** Students will engage in a variety of assessments throughout Term 2, 2020, which may include tests. Students will be assessed on work completed during remote learning. We will forward additional information as it becomes available from the ACT Education Directorate.

**Q:** If assignments are due to be handed in, do we print it or bring it to the school or would uploading online be sufficient? If it's a poster or other form of work that is not easy to upload can a photo be taken and uploaded instead or do we still physically drop it to school?

**A:** Teachers have designed assessments for students that they can complete and submit through remote learning. Should students be required to complete something that cannot be submitted online, MHS is open and parents/carers can deliver assessment if required. Additionally, Melrose teachers have designed take home packages for families who would like their child(ren) to engage in blended learning, both paper based and virtual classes. If you would like to collect a take home learning package, please contact the Deputy Principal, Shannon Carnovale by email at: [Shannon.Carnovale@ed.act.edu.au](mailto:Shannon.Carnovale@ed.act.edu.au).

**Q:** What is the expectation for workload during remote learning?

**A:** Teachers have created a range of activities through their Google Classroom pages to support students of all different academic levels. The amount of work for each student will be flexible as individual circumstances may need to be taken into account. If you have queries about work load for a particular subject, please contact the classroom teacher by email : [firstname.surname@ed.act.edu.au](mailto:firstname.surname@ed.act.edu.au).

## **STUDENT ROLES & RESPONSIBILITIES**

**Q:** Should students have uniforms on?

**A:** There is no expectation that students wear school uniforms, however appropriate attire should be worn. This is referenced in the *Student Protocols for Online Learning*, which is available online in the *Keeping It Real* Google Classroom and on the school's website. For more information please contact the Student Engagement Deputy Principal, Ryan Kay by email at: [Ryan.Kay@ed.act.edu.au](mailto:Ryan.Kay@ed.act.edu.au).



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## **PARENT/CARER ROLES & RESPONSIBILITIES**

**Q:** Can students miss a chat? And if they did, what happens?

**A:** Remote learning for Term 2, 2020 is flexible and MHS has developed a timetable where students have access to their classroom teacher for two hours each week and their check-in teachers for an hour and half each week. If a student misses a session with a classroom teacher, it is the responsibility of the parent/carers to email the school to alert of an absence through the Rolls Office as per the current system. Additionally, parents/carers of students who engage in at home learning without attending virtual classes should email the Rolls Office to outline this decision. The Rolls Office email is: [rollsoffice@melrosehs.act.edu.au](mailto:rollsoffice@melrosehs.act.edu.au)

**Q:** How much hands-on assistance will be required by parents/carers for students learning from home?

**A:** Melrose staff have prepared online learning for students and will be in contact with students for two hours every week. Parent/carers are not required to engage in students learning anymore than they currently do.

**Q:** How do I get my kid to do their work? How do parents balance working from home and support students who are studying from home?

**A:** The ACT Education Directorate recognises that this is a difficult time for school communities and has developed a suite of resources that families can access here: [Resources to Support Home Learning](#). MHS has shared resources by email, which are available from the school website and the Melrose Toolbox has been upgraded to include supports for remote learning, which can be accessed here: <https://sites.google.com/schoolsnet.act.edu.au/mlrhstyleguide/home>. Additionally, Melrose staff have created take home packages for students whose families would like their child(ren) to work offline or a combination of both.

**Q:** Who qualifies as an essential worker in terms of which children are still allowed to attend school in person?

**A:** Parent/carers who wish for their child(ren) to attend school for any reason, can register online to attend a safe and supportive school site here: <https://bit.ly/actsupervisedcare> or contact the ACT Education Directorate on 6205 8495 to discuss. Safe and supportive sites can be accessed full time and/or part time to support remote learning.

## **SUPPORT**

**Q:** How do I get IT support?

**A:** Melrose Toolbox has been upgraded to include supports for remote learning, which can be accessed here: <https://sites.google.com/schoolsnet.act.edu.au/mlrhstyleguide/home>. Additionally there are scheduled ICT Support sessions that students can attend, these are outlined on the timetables.

**Q:** My Chromebook is not working, what do I do?

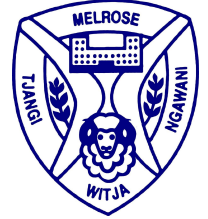
**A:** Students can log a job to Daniel our ITO by using this form



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<https://forms.gle/cDTZFtbNU6eT5Wtn7> (note: requires students to be logged onto their Schoolsnet account. they can access this from any device via the [Backpack](#).)

**Q:** Students will need to access reliable sources to reference to, will e-books be available? How will this issue be addressed so there is not over reliance on questionable websites to source information?

**A:** There are scheduled Library Support sessions that students can attend with the Melrose Teacher Librarian, Hannah Brickhill, these are outlined on the timetables that have been emailed to students and parents/carers. For more information please contact the teacher Librarian, Hannah Brickhill by email at: [Hannah.Brickhill@ed.act.edu.au](mailto:Hannah.Brickhill@ed.act.edu.au)

## SUBJECT & PROGRAM SPECIFIC QUESTIONS

**Q:** What does my child do if she is in the Big Picture program?

**A:** Big Picture students have been contacted by their advisors and have been communicating through Google Classroom and Google Hangouts/Meets. They will move through the next learning cycle as per usual, with participation in online Advisory Check-ins during the week and one-on-one Advisor meetings through Google Hangout/Meet. Structures that have been put in place to support remote learning and engagement with the learning cycle will be explained by advisors through regular weekly meetings with the advisory. This will be intentionally stepped out so as not to overwhelm students. Regular requirements for journaling, private reading, private writing and engaging with their personal research projects stay the same. For more information please contact the Flexible Learning Executive Teacher, Anna Russell by email at: [Anna.Russell@ed.act.edu.au](mailto:Anna.Russell@ed.act.edu.au).

**Q:** How will science pracs be conducted?

**A:** A variety of Science pracs have been identified and will be posted to the various Google classroom pages. These have been deemed both relevant to the topics being studied and requiring minimal, if any parental supervision, so that there are no safety issues involved. A large proportion of these pracs have been sourced from the book; *501 Scientific Experiments*, which seems to be quite a common book in a lot of homes. For more information please contact the Science Executive Teacher, Peter Freeman by email at: [Peters.Freeman@ed.act.edu.au](mailto:Peters.Freeman@ed.act.edu.au)

**Q:** What will be happening with Melrose Marvels now?

**A:** There is a Google Classroom, code: **qdrfamp**. A staff member from the Administration Team will contact students in the class, including new Year 7 students to join the class, as soon as orientation week for remote learning has been completed. For more information please contact the Melrose Marvel Teacher, Peter Freeman by email at: [Peters.Freeman@ed.act.edu.au](mailto:Peters.Freeman@ed.act.edu.au)

**Q:** Does remote learning have to be the same for all students?

**A:** No. As with classes that occur in the classroom, teachers should be differentiating for their students and allowing student voice in the activities completed to meet an outcome. Remote learning is also designed to be flexible, allowing families to attend the sessions they are able to and work around the hours that suit them. If you would like support in ensuring flexibility for your



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young person/s, please contact Deputy Principal Shannon Carnovale by email at:  
[Shannon.Carnovale@ed.act.edu.au](mailto:Shannon.Carnovale@ed.act.edu.au) or Deputy Principal Ryan Kay by email at:  
[Ryan.Kay@ed.act.edu.au](mailto:Ryan.Kay@ed.act.edu.au).