



# LHC@HOME

## LOURDES HILL COLLEGE STUDENT GUIDE

Dear Students

Welcome to LHC@Home. This guide provides you with an overview of how LHC@Home will work. We know that times like these can be unsettling, so it is important as a College that we work together to maintain routines as best as possible.

We ask throughout this time that you are wearing your College Sports Uniform or House Shirt.

### Home Group Processes

Your LHC@Home Day will commence at 8:40am with Home Group via TEAMS. Please ensure you are logged into your computer by 8:40am. 'Home Group' time is a pastoral and academic check-in and you are required to respond to your Home Group teacher and let them know how you are going.

### Student Learning and Timetable

Lessons run for 55 minutes with a 10-minute Brain and Lesson Break between classes (please see the Lesson Break Ideas sheet for suggestions!). LHC@Home finishes at 2:55pm each day. The timetable runs as it would for each day as if you were at school, so please follow your normal class timetable. The only difference is that there are no Assembly on day 4 and 8 initially. Your tasks for each lesson will be available on TEAMS and/or OneNote. A full outline of the procedure is provided below.

### IT Support

Support from the IT team is available throughout this time - please see details below for how to troubleshoot and access support from the IT team. Remember, they may be busy and will get back to you as soon as possible.

### Absentee

If you are ill or not able to attend LHC@Home, your parents should notify the College via the College App during the closure period.

Thank you for your flexibility and cooperation. Please reach out to your HPL if needed, and stay dry.

With kindness, peace and hope.

Kay Gleeson  
Principal

ITEM	PROCESS
IT Troubleshooting and Support	<p>If your Computer won't work, try turning the computer off, leave it for a few minutes and then turn it back on again.</p> <p>If your Computer still won't work, use an alternate device if you have access to one.</p> <p>If you require IT Support staff will be available. Help desk requests may not be answered or resolved as quickly due to the change in learning style and our IT staff may not be on campus. For assistance, please log a request following normal processes by emailing <a href="mailto:techsupport@lhc.qld.edu.au">techsupport@lhc.qld.edu.au</a></p>
Absenteeism / Attendance Requirements	<p>Your daily attendance will be recorded through Home Group. You must visit your House Group through TEAMS by 8:40am every day to register your attendance.</p> <p>We will monitor student access throughout every lesson via TEAMS. Teachers will make contact with parents/caregivers and students if students are not engaging with the learning material provided via LHC@Home.</p>
Home Group	<p>This is an important ritual of the College and is our opportunity to check-in from a Pastoral, Academic and family/property perspective.</p> <p>You will commence with prayer and you are required to attend and participate.</p>
Teacher Absence	<p>Each morning, you will be emailed a list of teachers who are absent that day. This will also be on your Student Café.</p> <p>If your teacher is absent, you will be required to follow the lesson for that class set by your teacher on TEAMS or OneNote, working independently during that lesson. Your Head of Faculty or a member of Leadership may join the lesson.</p>
Assignments and Assessments Due	<p>Draft and assignment submissions are to be made through TEAMS and the Student Café as per the usual processes.</p> <p>Some adjustments to assessment and submission dates may be needed. These will be communicated to you and your parents as needed. Subject teachers, in conjunction with HOFs will notify you of any changes.</p> <p>Assessment due dates and any necessary changes will be live in the Teacher Kiosk, Student Kiosk, Parent Lounge and LHC app.</p> <p>Feedback to you may be provided electronically, via live stream conferencing, voice recording or via One Note and TEAMS.</p> <p>Class teachers will advise you of the preferred feedback process.</p> <p>If you are ill and unable to complete assignments you are to follow the normal guidelines. For students in Years 11 and 12 students please follow the normal AARA process.</p>
Diverse Learners	<p>The staff of the Faculty of Differentiation (FDL) department are available for literacy and numeracy assistance. They can also assist you to break down tasks, organise TEAMS sessions for assistance or email advice.</p> <p>FDL will regularly be reaching out and checking in with students who usually receive AARA or have a Student Access Plan (SAP). Students are encouraged to access the support offered.</p> <p>Contact: <a href="mailto:kne@lhc.qld.edu.au">kne@lhc.qld.edu.au</a> (Middle &amp; Senior School) / <a href="mailto:mmb@lhc.qld.edu.au">mmb@lhc.qld.edu.au</a> (Junior School).</p>

ITEM	PROCESS
Benedict Centre Library	<p>The <a href="#">Benedict Centre Library</a> is accessible online.</p> <p>You can access materials for class and assignment work, research or interest through this online mode. Please click on the hyperlink above.</p>
Cocurricular Events	<p>Cocurricular Events Co-curricular activities will not occur initially, note this may change if closure is for an extended period of time.</p>
Student Communication with Teachers	<p>You will be advised of the preferred method of communication regarding schoolwork and learning is via TEAMS from your teachers.</p> <p>Teachers will respond to queries via email as per usual processes and time parameters.</p> <p>You are encouraged to refrain from emailing between 6:30pm and 7:30am.</p>
Expectations for Live Streaming	<p>Your work area should be in a quiet location with a simple background visible (or a virtual one). Please avoid being in thoroughfares.</p> <p>Lessons will be set up to 'mute' you automatically upon entry. Teachers will activate microphones as required.</p> <p>Your camera should be turned on to commence lessons and reactivated during live parts of the lesson.</p>
Access to the College	<p>There is no general access to the College for students or parents during the closure period.</p>
Pastoral Support	<p>If you have any concerns, you can contact your Home Group teacher, class teacher, junior school class teacher or your House Pastoral Leader/Head of Junior School via email. They can then assist you with your concern, work through any processes that may be required and ensure that you feel supported.</p> <p>Our College Counsellors will be working via TEAMS to support students. If you wish to access these services, please email: <a href="mailto:cou@lhc.qld.edu.au">cou@lhc.qld.edu.au</a>.</p>



## WHAT DOES YOUR LHC@HOME SCHEDULE LOOK LIKE?

Below is an overview of what a typical LHC@Home Day will look like on all days apart from Thursday. On Thursday we will follow times for days 4 and 8. See note below.

The College will monitor your access throughout every lesson in TEAMS and OneNote. You will access your learning materials for every subject through your subject TEAM and/or OneNote subject page. This is how

TIME	PERIOD	WHAT DO I DO?
8:40am	Home Group	Log onto TEAMS and Student Café and access the School Daily Notices. The timetable for the day will follow the College Calendar for Weeks A & B.
9:00am - 9:55am	1	Log into TEAMS. Go to your subject page for the timetabled period. Follow the instructions to engage in the lesson.
9:55am - 10:05am	10 min break	Brain & body break. Get up and move around for a few minutes when lesson finishes (See Lesson Break Ideas).
10:05am - 11:00am	2	Log into TEAMS. Go to your subject page for the timetabled period. Follow the instructions to engage in the lesson.
11:00am - 11:40am	Lunch	Get up and move away from your workspace. Have something to eat and drink. Where possible, go out and spend at least 10 minutes in the fresh air. Give yourself a break from screens. This is essential.
11:40am - 12:35pm	3	Log into TEAMS. Go to your subject page for the timetabled period. Follow the instructions to engage in the lesson.
12:35pm - 12:45pm	10 min break	Brain & body break. Get up and move around for a few minutes when lesson finishes. (See Lesson Break Ideas)
12:45pm - 1:40pm	4	Log into TEAMS. Go to your subject page for the timetabled period. Follow the instructions to engage in the lesson.
1:40pm - 2:00pm	Afternoon Tea	Get up and move away from your workspace. Have something to eat and drink. Where possible, go out and spend at least 10 minutes in the fresh air. Give yourself a break from screens. This is essential.
2:00pm - 2:55pm	5	Log into TEAMS. Go to your subject page for the timetabled period. Follow the instructions to engage in the lesson.
2:55pm	After school	Get up and move away from your workspace. Have something to eat and drink. If possible, get some exercise and spend time talking to people. Give yourself a break from screens, perhaps do some reading for leisure. Complete your homework as required.

**PLEASE NOTE** On Thursdays we will follow the standard day 4 and 8 timetable, however will not have assembly, initially. You can use this time to work on at your own pace on work that has been provided.

**Other tips to help make the most of LHC@Home:**

- only have open applications required for the learning task at hand
- close, and not just minimise, other applications, especially social media and other recreational applications
- close your email during lessons and only access if instructed by your teacher
- communicate with your teacher via the method your class teacher has indicated.
- Reach out to your HPL/Head of Junior School