



Principles and Guidelines for Students during - At Home Learning (AHL) and Wellbeing Support

Outlined in the following information are the College’s expectations and advice regarding routines, school processes and rituals and the importance of being continually mindful of the wellbeing of all. **During any period of Covid lockdown that occurs during school time, whether students are in attendance at the College or involved in At Home Learning, please keep a focus on:**

- Maintaining a normal school routine as much as possible whilst at home. This will involve strong levels of personal discipline, **perseverance and hope.**
- Staying connected by maintaining contact with your class teachers, House Mentors, Heads of Year 7, Heads of House etc via the pathway outlined below and just as importantly, each other through your current social media group chat groups. Connection builds the strong sense of “belonging” that students have at Iona. This is vital to maintaining positive wellbeing levels whilst continuing ‘At Home Learning’.

Students in attendance AT the College on any day need to assemble in the Quadrangle in front of the Library by 8.30am and will need to bring a charged laptop, headphones and their musical instrument (if applicable) and lunch from home as the tuckshop will not be serving food. Students will continue to wear the College uniform when at the College. These students will be involved in the same learning as the students who are involved in At Home Learning.

Students involved in At Home Learning must follow the attendance procedure outlined on pages 3-5.

Mindfulness activities to start the day

Corona Calm 01 – soothe an anxious mind
<https://www.abc.net.au/radio/programs/mindfully/soothe-an-anxious-mind/12069096>

Routine is important > apart from assisting to keep you organised it also continues to provide a sense of CONNECTION within the community.
 A strong sense of connection is important to your maintaining your wellbeing.

Students are advised to follow the normal timetable and bell times.

Homeroom: 8.30am

- Check Daily notices
- Check your emails / Compass messages / Teams pages
- Organise your home study / workspace
- Keep mobile phones in another room and not in your study area.
- As for the rule while at school, mobile phones provide an unnecessary distraction to your learning.
- Turn your laptop on in the morning to ensure charge and syncing processes are complete.

Routine
Timetable &

	Monday - Friday A and B Weeks <i>excluding Thursday B Weeks</i>				Thursday B Weeks			
	ACTIVITY	PROMPT	START	FINISH	ACTIVITY	PROMPT	START	FINISH
	Homeroom	8:23am	8:30am	8:50am	Prosper	8:23am	8:30am	9:15am
	Period 1		8:56am	10:06am	Period 1 Assembly		9:21am	10:06am
	Morning Tea		10:06am	10:41am	Morning Tea		10:06am	10:41am
	Period 2	10:37am	10:44am	11:54am	Period 2	10:37am	10:44am	11:54am
	Period 3		12:00pm	1:10pm	Period 3		12:00pm	1:10pm
	Lunch		1:10pm	1:45pm	Lunch		1:10pm	1:45pm
	Period 4	1:41pm	1:48pm	2:58pm	Period 4	1:41pm	1:48pm	2:58pm
	College prayer, announcements and dismissal		2:58pm	3:01pm	College prayer, announcements and dismissal		2:58pm	3:01pm
Uniform requirement	Appropriate clothing, the College uniform or sports uniform. The uniform will further that sense of “connection” mentioned above and will also support an “at work” mindset which will enhance your productivity / learning.							
Prayer / reflection start the day	The prayer in the notices each day can still be found in the Daily Notices that you will receive through Compass. Saying this prayer will replicate how we, at Iona, commence each day with a faith reflection.							
The College Prayer	At 3pm each day, we hope that you will pause and recite the College prayer which can be found on the inside cover of your diary and a recording will be on Compass. There will be a powerful sense of unity and togetherness to know that your Iona Brothers and staff will all be doing the same at this time.							
House Mass	On the usual morning of your House Mass per fortnight, your HOH will send to you a prayer and reflection for you to contemplate.							
IT support	helpdesk@iona.qld.edu.au can support you with technology / laptop concerns. Be mindful that the laptop is a College owned device. Using this device to search and access inappropriate information and / or websites will result in serious consequences.							
Illness during AHL	If a student is ill and cannot participate in “At Home Learning”, for all or any part of the day, parents / guardians are asked to contact the Student Absentee Line on: 3893 8889. Absences will be recorded as normal and this supports the tracking of student progress. We ask that parents / guardians do not contact the admin@iona email address for this purpose.							
Positive online interaction	We expect all online interactions during this time to be positive. Greater engagement in the online world during this time should not provide an opportunity to be “mean behind the screen”. Instances and evidence of negative online interaction that are viewed as harassment and victimization etc will result in communication home and consequences that will be implemented when school returns.							

Marking your name on the roll EVERY morning when on At Home Learning.

Each school day morning, students **who are learning at home** will need to register their attendance by clicking on the “Event Invitation” for that day. This is like having your name marked on the roll each morning.

The Compass system will only allow you to accept the event for that particular day. The event will appear on the student’s “My News” section by 8am on that day. Compass will not permit a student to click on and record attendance for upcoming days.

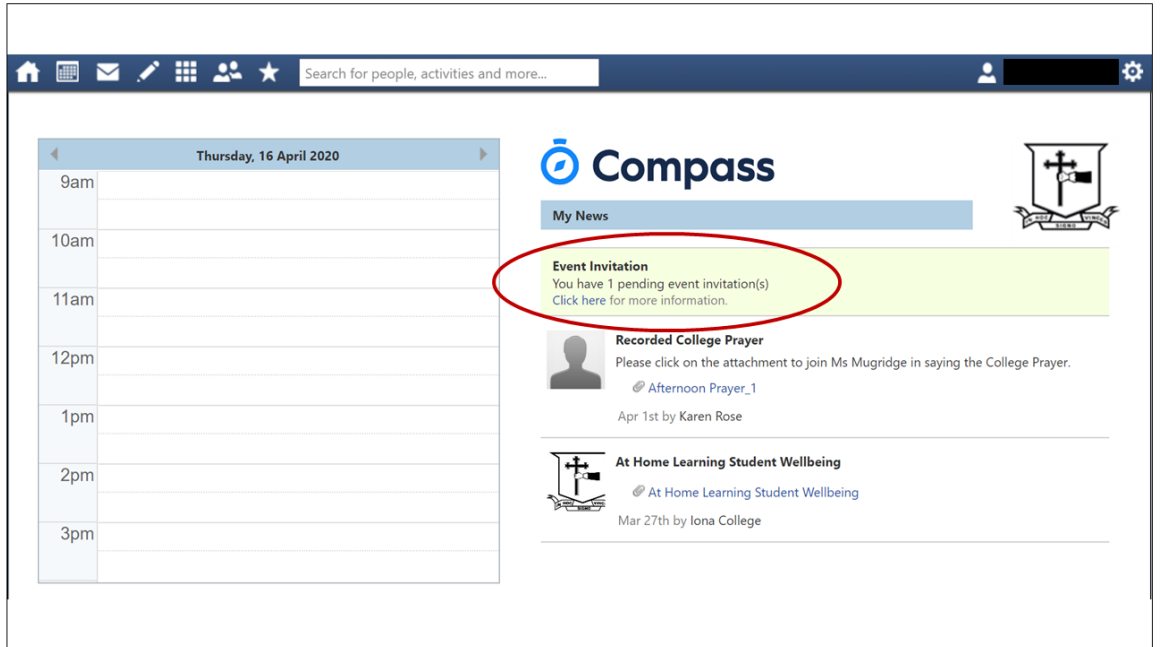
A student’s attendance **will need to be recorded between 8am and 9am each day**. A failure to record attendance as outlined below by 9am each day will trigger a “Student Absence” text message being sent to the student’s parent / carer.

An unexplained absence of more than two consecutive days will result in phone call from Student Services and/or Head of House/ Head of Year 7 / Head of Primary to check on the student’s wellbeing.



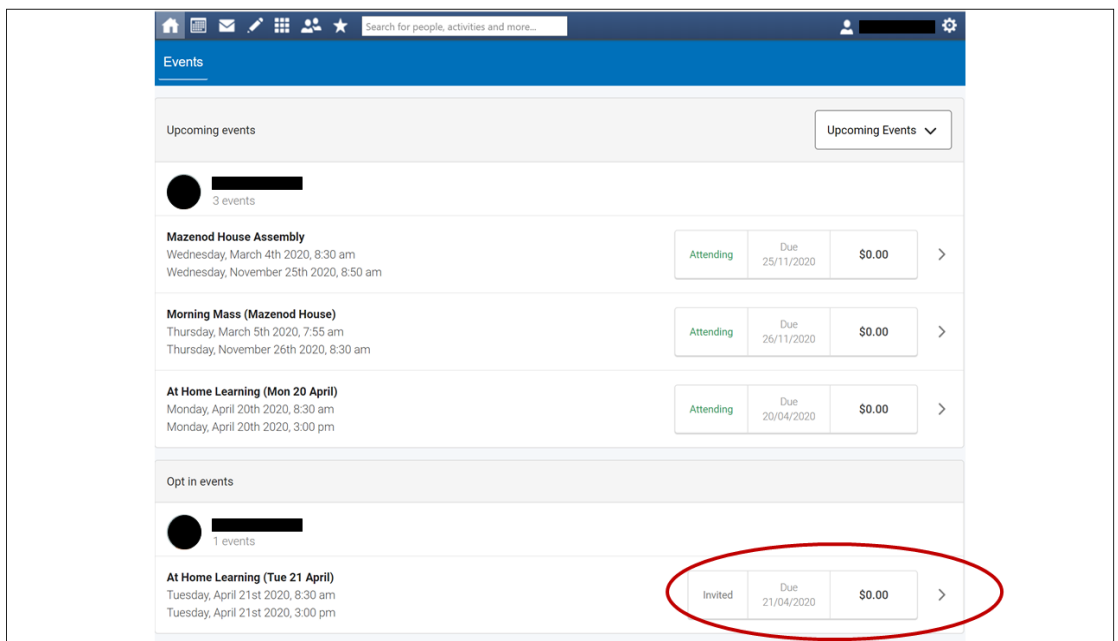
To record student attendance each day, go to the **“My News”** section on the right side of your Compass home page where you will see an **“Event Invitation”** as in screenshot 1. **Press Click Here.**

Screenshot 1.



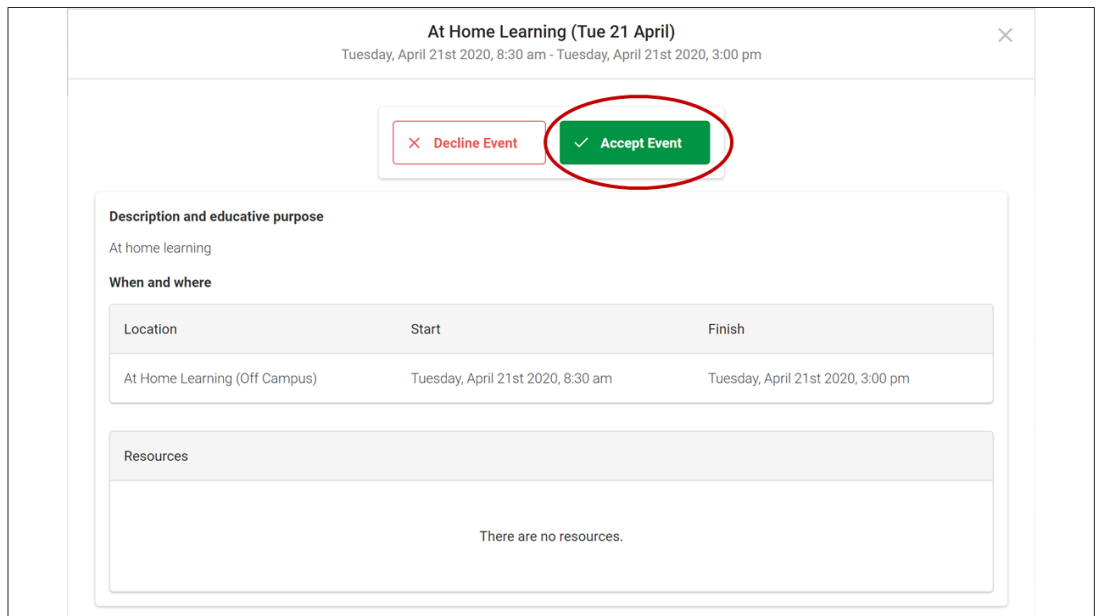
This will then take you to the second screenshot. Look for the **“Opt in events”**. Look for the correct day – you will see the word **“invited”** as in the red circle. **Click on the right facing arrow.**

Screenshot 2.

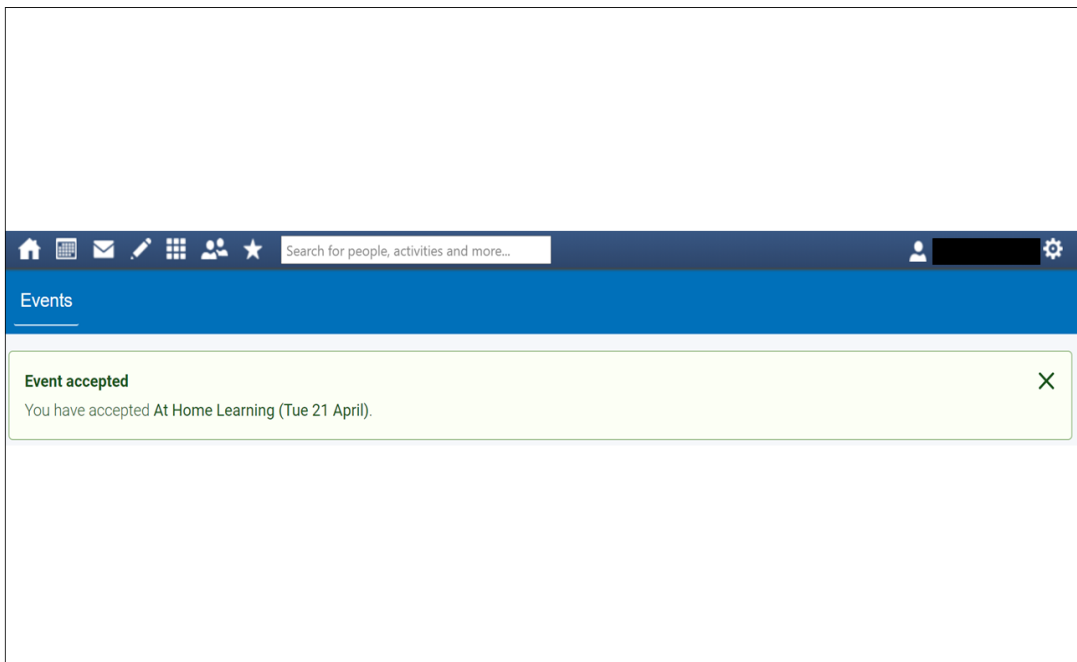


This will take you to the next step.

Click on “Accept Event” (highlighted in the red circle in the screenshot).
Screenshot 3



Screenshot 4 shows that this student **has accepted the At Home Learning event for that day.**
Screenshot 4.



This student is therefore marked on the College attendance roll for that day.

Wellbeing Support

House Mentors:

- Will check in with you via House Mentor TEAMS group once per week on a THURSDAY at 8.40am on to see how you are progressing and feeling. **The student** will need to respond to this by logging in at this time and providing some feedback (eg a thumbs up emoji). If you don't respond, a follow up email will be sent. A second failure to respond will be referred asap to the HOH and your HOH will contact your parents to check on your wellbeing and progress.
- Are likely to be one of your strongest wellbeing "anchor points" at the College. You are able to contact them via email at any time between 8.15am and 3.15pm. Their response may not be immediate, depending on their own circumstances during 'At Home Learning'

Heads of House and Heads of Year 7

- Will be available to provide the usual wellbeing support to the students under their care. The current practice of emailing these key contacts will continue and replies will come via the appropriate format.
- Will check in with you (for Years 8-12) via email once per week (on a Friday) to see how you are progressing and feeling. This may take the form of a short survey which will take you two minutes to complete.

Mr O'Brien (Head of Year 7) and Mr Pearce (Asst Head of Year 7) will do the same for Year 7 students. They will set up at Year 7 TEAMS page to communicate with Year 7 and for you to communicate with them.

The student will need to respond, and as indicated, the HOH, HOYR7 will follow up until contact is made.

The Heads of Wellbeing and Formation

- Mr Cassidy and Mr Nugent are available to support the wellbeing of students and families, particularly students who they currently support on a regular basis.
- If your time away from the school corresponds with a PROSPER lesson (Thurs B), they will point you to this wellbeing lesson via Compass.

College Counsellors - Mr Geary, Ms Litchfield and Ms Popoff (& Mrs Vardanega)

- Will contact students and families that they currently support and indicate how support will be available during the school closure period.

Any other student who may require counselling support is able to contact the relevant HOH who will make the referral to our Counsellors. Contact will then be made by the team. Mrs. Megan Vardanega, the College Safeguarding Officer and Social Worker provides great support to students and can also be contacted via email.

Dean of Students and Rector

- Mr Harvey will communicate regularly to the whole student community or to targeted Year levels to support wellbeing.
- Father Michael plays an important role within the Wellbeing Team at Iona. During an “At Home Learning” mode, Father Michael is also available to students and families for wellbeing and pastoral support via email.

Academic concerns during At Home Learning:

Who do you contact with concerns about one of your subjects or learning areas?

In the first instance your question should be directed to your class / subject teacher.

Further assistance can be gained by contacting the relevant Head of Faculty (Mr. Mondolo-Maths; Ms. Bailey – English / Languages; Ms. Tani – Religion and Society; Mr. Robbins – Science / PE; Ms. Keene – The Arts; Mr. Davison – Design/innovation; Mr. McCallum – Diverse Learning; Mrs. Cooper – Pathways; Mr. Stevens – Commerce.

The Heads of Learning in Secondary are also available to support academic needs or concerns. Mrs Elkington (Years 7-10) and Ms. Connors (Years 11-12) can be contacted by email for support.

Wellbeing / Character Strengths / Visible Wellbeing

For those new to or those seeking a deeper understanding of character strengths, the following link to a short video, “The Science of Character” is worth viewing.

<https://www.youtube.com/watch?reload=9&v=U3nT2KDAGOc>

The intertwining of faith and wellbeing is an example of making Visible Wellbeing real at Iona. On the Iona Brisbane Youtube page you will find a series of videos featuring Father Michael discussing faith in relation to each of the VIA character strengths.

Here is a link to the video on HOPE. <https://www.youtube.com/watch?v=dSdBk3pLD6k>

Visible Wellbeing Practices during times of uncertainty.

Iona is proudly a Visible Wellbeing School. The VWB approach involves the use of six pathways or domains to build our own wellbeing and to become more intentionally aware of the wellbeing of those around us. These are:

- Strengths
- Emotional Management
- Attention and Awareness
- Relationships
- Coping
- Habits and Goals



We can draw upon each of the six VWB domains to maintain and continue to build our wellbeing during the uncertain times ahead, both at home and at school.

Strengths: Strengths can be thought of as personal characteristics—including personality traits, physical and psychological abilities, and moral qualities. They are capacities, characteristics, and processes that are energising and authentic to use and allow you to perform at your best. **Perseverance and Gratitude** are examples.

All students and staff in the College are aware of their signature (higher) strengths and the strengths that they can work harder on.

Emotional Management: Our feelings can also impact on how our body functions. They are influenced by our circumstances, thoughts and physiology. Being present with one's emotions and being able to identify, understand and manage one's emotions (i.e., reduce their negative emotions and increase their positive emotions), is a key aspect of positive functioning and wellbeing.

Attention and Awareness: Attention is our ability to focus, either on inner aspects of self, such as emotions and physical sensations, or on external stimuli (e.g., a classroom lesson). Awareness refers to the ability to pay attention to a stimulus as it occurs. Wellbeing is improved when individuals are aware of, and can consciously direct, their attention.

Relationships: A student's social skills play an important role in allowing him/her to develop healthy and connected relationships with others. This domain involves helping students to understand, express and manage the social aspects of their learning and social interactions.

Coping: Having the resilience or grit to cope with adversity is an essential life skill. Coping can be thought of being able to balance the demands of life with the resources we have and being able to bounce back when we get thrown off balance or encounter disappointment.

Habits and Goals: Habits are those automatic processes that we do without even thinking about them – they can be both beneficial and detrimental to our wellbeing. Knowing how to adjust and create the good habits can help us progress towards our goals. When we set goals it can provide us with a sense of purpose, mastery and direction in life. **(Source: Visible Wellbeing™)**

The SEARCH domains will help to shape the questions on the House Mentor and Head of House / Year 7 "wellbeing check-in" surveys that will be sent to you weekly if we are learning from home.

Being aware of what we SEE, HEAR and FEEL at this time will help us to PROSPER.

Mark Harvey – Dean of Students