



MARY MACKILLOP  
COLLEGE

# Mary MacKillop College Alternative Educational Provisions Reference Guide 2022



## 1.0 Welcome to Online Learning



As an interconnected learning community, we strive to develop women of purpose achieving their potential. This document serves as a reference point for online learning at MMC under Covid-19 restrictions, including expectations and wellbeing for learning online, evidence of our commitment to being an interconnected, joy-filled learning community.

Please share the content within the document with your daughter/s. We will be working with each cohort to help them commence the academic year online from Monday 31 January 2022 with confidence to achieve success in their endeavours.

## 2.0 Online Learning Principles

As we move to online learning, our learning is underpinned by the following principles:

- **Connection, care and kindness** with peers and staff is key to prioritising our wellbeing for learning
- Learning remains rich, rigorous, relevant, and responsive.

## 3.0 Wellbeing

### Covid-related illness

If your daughter or any members of your family are feeling the slightest bit unwell or have Covid-related symptoms, please follow Queensland Health directives and get tested as soon as possible.

Please call the **College Reception** on **3266 2100** or email [mmc@mmc.qld.edu.au](mailto:mmc@mmc.qld.edu.au) if you receive notification of a positive test result or are deemed to be a close contact in accordance with Queensland Health guidelines.

## Wellbeing for Learning

Forefront to us is the safety, health, and wellbeing of all members of our College community. We appreciate this may be a challenging time for your daughter, you, or your family. If your daughter is having any queries or experiencing challenges that require support, please contact a member of our experienced Pastoral Team.

Staff Member	Role	E-mail
Mrs Rebecca King	Engagement & Connection Leader	<a href="mailto:kingr@mmc.qld.edu.au">kingr@mmc.qld.edu.au</a>
Ms Liz Devine	Head of House: Penola	<a href="mailto:devinee@mmc.qld.edu.au">devinee@mmc.qld.edu.au</a>
Ms Nicole Bradford	Head of House: McCormack	<a href="mailto:bradfon@mmc.qld.edu.au">bradfon@mmc.qld.edu.au</a>
Ms Michelle Guerrero	Head of House: Fitzroy	<a href="mailto:guerrem@mmc.qld.edu.au">guerrem@mmc.qld.edu.au</a>
Ms Holly Robinson	Guidance Counsellor (Mon, Fri)	<a href="mailto:robinsh@mmc.qld.edu.au">robinsh@mmc.qld.edu.au</a>
Ms Jo Cole	Guidance Counsellor (Wed, Thurs)	<a href="mailto:colej@mmc.qld.edu.au">colej@mmc.qld.edu.au</a>
Ms Erin Wedge	Deputy Principal	<a href="mailto:ewedge@mmc.qld.edu.au">ewedge@mmc.qld.edu.au</a>
Ms Josephine Griffiths	Principal	<a href="mailto:jgriffiths@mmc.qld.edu.au">jgriffiths@mmc.qld.edu.au</a>

*\*Further information regarding access to our counsellors is found at the end of this reference guide.\**

## 4.0 Communication

### Academic Staff to Students

This communication is to take place in the first instance via **CLASS TEAMS**. If students have questions, they are to ask via the Teams **chat** function. They can also check if other students have already asked that question and help other students. If students have more detailed requests, they may **email** academic staff as a second option. Academic Staff may also email instructions to students and parents about the work to be covered.



### Parent to Academic Staff

The most appropriate method of communication is via **EMAIL**. Please note that academic staff will be experiencing high levels of student communication and online peer communication amongst staff during this time of Alternative Educational Provisions (AEP – online learning). Please allow **up to two business days for academic staff to reply**. Whilst they will endeavour to return your email at their earliest convenience, they do each teach up to 140 students. To access academic staff email addresses please refer to the **Parent Portal**.

### General Communication with the College

This can occur via the usual College Reception phone number Ph 3266 2100. Alternatively, you can email [mmc@mmc.qld.edu.au](mailto:mmc@mmc.qld.edu.au).

## 5.0 Organisation *OF* Learning

Learning online requires a different level of energy and concentration than the standard face-to-face classroom. Our online learning timetable takes this into account, with rest break provisions after each lesson. For your own physical and mental wellbeing, we encourage you to use these rest breaks to be active, eat and hydrate when and as needed.

	Monday	Tuesday	Wednesday	Thursday	Friday
House Group	Meeting 8:27 – 8:45	Meeting 8:27 – 8:45	Meeting 8:27 – 8:45	Meeting 8:27 – 8:45	Meeting 8:27 – 8:45
Lesson 1	Class Meeting 8:45 – 9:30	Class Meeting 8:45 – 9:30	Class Meeting 8:45 – 9:30	Class Meeting 8:45 – 9:30	Class Meeting 8:45 – 9:30
Lesson 2	Class Meeting 9:45- 10:30	Class Meeting 9:45- 10:30	Class Meeting 9:45- 10:30	Class Meeting 9:45- 10:30	Class Meeting 9:45- 10:30
Morning Tea	10:45 – 11:05	10:45 – 11:05	10:45 – 11:05	10:45 – 11:05	10:45 – 11:05
Lesson 3	Class Meeting 11:10 – 11:55	Class Meeting 11:10 – 11:55	Class Meeting 11:10 – 11:55	Class Meeting 11:10 – 11:55	Class Meeting 11:10 – 11:55
Lesson 4	Class Meeting 12:15 – 1:00	Class Meeting 12:15 – 1:00	Class Meeting 12:15 – 1:00	Class Meeting 12:15 – 1:00	Class Meeting 12:15 – 1:00
Lunch	1:15 – 2:00	1:15 – 2:00	1:15 – 2:00	1:15 – 2:00	1:15 – 2:00
Lesson 5	Class Meeting 2:00 – 2:45	Class Meeting 2:00 – 2:45	Class Meeting 2:00 – 2:45	Class Meeting 2:00 – 2:45	Class Meeting 2:00 – 2:45

### 8.27am – 8.45am

House Group Class Students access their House Group Teams to check in with their House Group Teacher and Peers in class conversation/call. House Group Teachers will mark rolls in eMinerva and check in regarding students' *Wellbeing for Learning*.

House Groups	House Group Teacher
Fitzroy 1	Deb Gorman
Fitzroy 2	Mary Fletcher
Fitzroy 3	Toni Fisher
Fitzroy 4	Gustav Joshi
Fitzroy 5	Katherine Hayward
Fitzroy 6	Megan Campbell
Fitzroy 7	Hayley Kelleher

Fitzroy 8	Laura Gill
McCormack 1	Pauline Daniell
McCormack 2	Georgia Duby
McCormack 3	Maree Purnell
McCormack 4	Jack Diamond
McCormack 5	Leighton Gilmour
McCormack 6	Tanielle Hartwig
McCormack 7	Pareesa Rahmanian
McCormack 8	Ruby Andrews
Penola 1	Brendan Styles
Penola 2	Donna Griffiths
Penola 3	Tina Christy
Penola 4	Alexander Russell
Penola 5	Jane Gibson
Penola 6	Karyn Chapman
Penola 7	Melissa Eychenne
Penola 8	Amaya Marson

### 8.45am to 3.00pm Individual Class lessons

Class times will commence at the **usual scheduled time** as per students' timetables. Online lessons will be 45 minutes in duration with a 15-minute rest break before the following class to encourage students' movement, health, and wellbeing.

Academic staff will commence lessons via Microsoft Teams Video/Chat.

## 5.0 Organisation *FOR* Learning

To maximise engagement with learning in each lesson, students should:

- ensure they are dressed in their sports uniform and logged into their relevant Microsoft Team at least 2 minutes prior to their scheduled lesson.
- find a quiet area within their home to ensure learning engagement is maximized
- wear a headset or earphones (where necessary and if available) to reduce background noise when engaging in their lesson
- Activate a Microsoft Teams background prior to joining each lesson to maintain an appropriate level of privacy.

During each lesson:

- Academic Staff will check in with students to see how they are progressing
- Instructions for the lesson will be given
- Students will actively engage with all learning tasks and will seek assistance or clarification where necessary
- Engage with homework, study, assessment and due dates as determined by the class teacher.

To ensure the online learning experience is a positive experience for everyone, students should adhere to the 5 Ps of online learning:

### **P**UNCTUAL

- Be on time
- Microsoft Teams open and ready to join meeting

### **P**RESENT

- Ready to engage in learning
- Turn off all distractions (TV, phone, etc.)

### **P**REPARED

- Dressed and groomed appropriately
- Book and pen
- Laptop charged/plugged in, with microphone muted

### **P**OLITE

- Respect for everyone's learning
- Communicate positively at all times
- Normal classroom expectations apply - be good digital citizens

### **P**RODUCTIVE

- In our work and respect for others learning
- Be able to work independently
- Ask for help and contribute to learning of others

## 6.0 Student 'How To' Guides for Online Learning

[Use OneNote for Students](#)

[Online Lessons with Microsoft Teams](#)

[Learning from home in TEAMS - Students](#)

[Student Login - TEAMS](#)

[Quick guide to working in Microsoft TEAMS](#)

[Teams for Education - Quick Guide](#)

## 7.0 Accessing our College Guidance Counsellors

Ms Holly Robinson (Monday, Friday): [robinsh@mmc.qld.edu.au](mailto:robinsh@mmc.qld.edu.au)

Ms Jo Cole (Wednesday, Thursday): [colej@mmc.qld.edu.au](mailto:colej@mmc.qld.edu.au)



Ms Holly Robinson



Ms Jo Cole

Ms Holly Robinson & Ms Jo Cole, our College Guidance Counsellors, are available to provide our MacKillop students with valuable support. Whilst this may look differently to face-to-face counselling being via email or a phone call, ensuring students' wellbeing for learning is our number one priority.

**Ms Robinson**, having completed a Master of Psychology - Educational & Developmental (QUT) and a Bachelor of Psychological Science (Hons 1<sup>st</sup> Class - UQ), currently works in private practice part-time at *Brisbane Better Life Centre*. Previously, Holly's provisional psychology placements included *Our Lady's College, Annerley*; *Circle of Security*, and *Child Development Service* as well as the *Caroline Chisholm Centre*. In addition to her experience in both community health and educational settings, Holly is also a skilled Rowing Coach having worked at BGGGS, Terrace and St Peter's Lutheran College.

**Ms Cole**, having completed a Bachelor of Arts (Psych) (Edith Cowan Uni), Post-Graduate Certificate in Counselling and Graduate Diploma in Psychology (Murdoch Uni), as well as a Cert IV in Youth Work at TAFE, has currently been working at *Accoras Psychology Services* at Kedron, *Headspace*, Redcliffe, and UQ as a Tutor in the School of Psychology. Previously, Jo worked at *Young Minds Network* and at other *Open Minds Headspace Service Centres* including Strathpine, Taringa, and Bunbury (WA). Jo also brings to the role other valuable experiences having been a Settlement Services Youth Worker at Centrecare, Cannington (WA) and both a Case Worker and Youth Worker at Qld Govt Western Districts Youth Justice Service Centre.

### Appointment Making Process with our Guidance Counsellors

*Student-initiated appointment:*

- Student should email the counsellors and let them know that they need support
- They will email back (during school hours) and work out the best way of connecting with the student
- A consent form will be sent to read and provide a response.

*Counsellor-initiated appointment:*

- The counsellors will email students and ask them about the best way to connect with them
- A consent form will be sent to read and provide a response.

### Other Information Students Need to Know:

- On some occasions, the issue that a student is trying to manage requires more than email and phone conversations. Emails and phone conversations are to check in, share feelings, and come up with coping strategies for students' wellbeing. *If a student requires more support than this, we might ask if we can refer the student to another service.*
- The Counsellor may call students from a private number: *If a student does not answer, the Counsellor will email and wait 10 minutes to try again. If the student does not answer on the 2<sup>nd</sup> attempt, the Counsellor will email to reschedule.*
- Emails will only be read and responded to during school hours. If students need to talk to someone outside of these times, there are other services that students can access attached to this information. **Keep talking until you find someone who will listen and help you.**

*Ways that remote counselling is the **same** as at-school counselling*

- Students never need to attend a counselling session if they don't want to. Students can end a session whenever they want.

- Counsellors keep all information that students share private, unless they are worried that a student might harm themselves, someone might harm/has harmed the student, or their notes are subpoenaed by a court of law – but counsellors will always talk with the student about this first.

*Ways that remote counselling is **different** to at-school counselling*

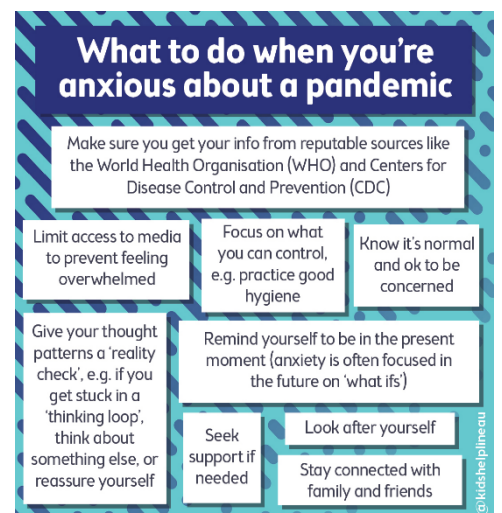
- Depending on how, the counsellor may be working from home or from the College. The counsellor will be in a private office space where no one can hear their conversation.
- We ask that when on the phone, students are at home in a private space. At the start of the phone conversation, the Counsellor will ask where the student is, and who they are with. If they are worried that the space is not quiet or can't ensure that the student's privacy is respected, the counsellor will reschedule.
- Without seeing each other, there might be misunderstandings or information that is missed. The counsellors ask that students always email the counsellor or request another session if they feel they were not heard, or they still require support.
- The counsellors won't be able to 'check in' with students in the same way they can when at school. Therefore, they may ask students to use more online support systems and apps to ensure they relate to people (these are also listed below). We might also ask if we can let other people, with whom students are comfortable, to know that they are struggling.

## 8.0 Further mental health resources, strategies and support services

*Please contact the College Counsellor to discuss apps & external/online services in more detail*

### Coping strategies for students to consider when times are tough:

- ✓ Create a routine and plan the day around their routine.
- ✓ Do things that make them feel safe; connect to people who are helpful to their wellbeing.
- ✓ Do things they've done in the past to help manage challenge and stress; reflect on their own coping strategies and write them down, put them in a place they can access daily.
- ✓ Engage in activities that promote a sense of calm and feeling grounded; mindfulness, meditation or breathing exercises.
- ✓ Ensure they are getting enough sleep (9 hours), eating a good variety of healthy foods each day, drinking plenty of water and aiming for at least 30 – 60 minutes of exercise a day.
- ✓ Find ways to relax, spend 10 minutes a day breathing slowly and calmly or use one of the breathing apps.





- ✓ Learn something new or get creative; check YouTube for more ideas. Watch or read something uplifting.
- ✓ Limit exposure to information from social media and the news. Source positive news pages and uplifting stories instead.
- ✓ Listen to music, choose something that makes them feel good and make a playlist.
- ✓ Make a list of activities that can be done at home with family, siblings or by themselves.
- ✓ Practise gratitude. Write a list or draw 10 good things in life and the world. Start a journal and write down 3 things they are grateful for each day. Consider sending a message of thanks to the people who support you.
- ✓ Talk with a trusted adult if it all feels a bit much.

### Free apps that may assist in times of worry:

1 Giant Mind	Clear Fear	Mindshift CBT	SAM – Self Help for Anxiety Management
Aura	DARE	MoodMission	Sanvello
Breathr: Mindful Moments	e-Couch	Reach Out	Sleep Time
Calm	Happify	Reach Out Breathe	Smiling Mind
Calm Harm	Headspace	Reach Out Worry Time	Stop, Breathe & Think
Clear Fear	Health Tap	Relax	Super Better
DARE	Insight timer	Relax Melodies: Sleep Sounds	Think Ladder
e-Couch	Mental Stillness	Rootd – Panic Attack Relief	Youper

Please have a look at the following resources available from Headspace should you require support when not at school.

**e-Headspace** provides free online and telephone (between 9am – 1am) support between and counselling to young people aged 12 – 25, their families and friends.

If you're going through a tough time, e-Headspace can help.

<https://headspace.org.au/eheadspace/>

**Call:** 1800 650 890

*Calling is the fastest way to connect with a clinician.*

**Chat online:**

<https://headspace.org.au/eheadspace>

*Use the messenger app to chat live with a clinician*

**When should students get help?**



If they ever feel unable to cope because of overwhelming or intense emotions, or if they have any thoughts of harming themselves, then ask for help immediately.

**National crisis services:**

**Lifeline:** 13 11 14 or chat online from 7am – 12am at [lifeline.org.au](http://lifeline.org.au) or text 0477 131 114 between 6pm – 12am

**Suicide Call Back Service:** 1300 659 467 or [suicidecallbackservice.org.au](http://suicidecallbackservice.org.au)

**beyondblue:** 1300 224 636 or [beyondblue.org.au](http://beyondblue.org.au)

**Additional youth support services:**

**Kids Helpline:** 1800 55 1800 or [kidshelpline.com.au](http://kidshelpline.com.au)

**ReachOut:** [reachout.com.au](http://reachout.com.au)

**BRAVE Program:** [brave-online.com](http://brave-online.com)

**SANE Australia:** 1800 187 263 or [sane.org](http://sane.org)

Students should talk with a trusted adult, such as a parent, teacher, school counsellor or find out if there is a Headspace Centre nearby. Our College’s closest Headspace is in Nundah. Details are below:

**Headspace Nundah**

1264 Sandgate Road Nundah QLD 4012

Phone: (07) 3370 3900

Email: [headspace.nundah@openminds.org.au](mailto:headspace.nundah@openminds.org.au)



Speak to your local doctor or General Practitioner (GP) and help make a plan for recovery. Or you can search for a health service and GP on [healthdirect](http://healthdirect).