

REMOTE LEARNING: GUIDELINES FOR BRISBANE GIRLS GRAMMAR SCHOOL STUDENTS



UNIFORM POLICY

While remote learning Girls Grammar students are to wear their formal BGGGS uniform or Sports uniform.



WORKSPACE

Students are encouraged to set up their workspace with an appropriate chair, keyboard and mouse, and consider whether additional ergonomic equipment is required. Students should be mindful of lighting and room ventilation. Headsets may also be required.



ONLINE SAFETY

Students must maintain safe and responsible use of information and communication technologies while participating in the online learning environment. This includes appropriate use of digital platforms, privacy and information protection, respectful communication, and dealing with online issues. Please continue to follow School policies that are available on [Minerva](#) and Parent Portal.



ABSENTEES

If a student cannot participate in the BGGGS remote learning program due to illness or other circumstances, parents are to please contact the Absentee Line on 3332 1333 or absences@bggs.qld.edu.au. Students are also encouraged to email their Head of House, Student Reception and teachers to let them know.



DAILY ROUTINE

Each morning you should follow a routine like you would on a regular school day, from 8.20 am to 3.10 pm. You will have your regular classes in Period 1 – 5 as per your usual timetable and are encouraged to follow the [Daily Planner](#) on Minerva. Please check your emails and Minerva at the beginning of each day, and you are also encouraged to check in with your House Group Teacher each day.



STUDENT EXPECTATIONS

- Virtual engagement between teachers and students should be during School hours, between 8.20 am and 3.10 pm.
- For video delivery, remove any background distractions and make sure that there is no obstacle in the line of sight of your camera that can distract the other participants. Use background blurring /virtual backdrops if possible, but if not, try to have a wall in the background. If your workspace is set up in your bedroom, you should use a virtual background for privacy reasons.
- Remain focused and be attentive and engaged during the virtual delivery. Students should not have their mobile phones with them and are not permitted to record virtual conversations.



MANAGE DISTRACTIONS

Be on time and stay focused during your classes—they are just like your classroom lessons. Put your phone out of reach, and on silent. School rules still apply so no phones, television or music during class time. Avoid unrelated chats and looking at other tabs on your device.



TAKE BREAKS

Try not to sit all day. Lesson structure will allow for breaks from screens, learning supervision and social connection opportunities. Remember to exercise regularly—there are some great At Home Workouts on Minerva [here](#). Make sure you get outside for some fresh air, too.

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VIDEO CALL ETIQUETTE

Be on time for your classes and have your materials ready to go. Mute your mic if you are not speaking and ask questions in the Chat. Make sure you have your camera on—we want to see your happy face!



RECHARGE

Like you would a normal school day, please make sure your device is charged overnight and ready for lessons the next day.



MANAGING STRESS

It has been an intense time for everyone. If you are feeling stressed about school or your current situation, please reach out to your teacher, Head of House or one of our School Psychologists.
We are here to help.



LOOKING AFTER YOUR MENTAL HEALTH

We know that things will be different for a while. The mindfulness skills that you have learning at school in the .b course and with the Mindfulness Teachers may be helpful to manage feelings of worry or discomfort. The Mindfulness page can be found on Minerva [here](#). The [Smiling Mind App](#) is also highly regarded for students of all ages. You can still access School counselling services whilst you are learning from home. The contact details of the School psychologists can be found on Minerva [here](#).



SOCIAL CONNECTION

It is important to stay connected while in isolation, so talk to your family and keep in touch with other family members and friends via telephone, email or social media (where appropriate).



TROUBLESHOOTING

What if I have trouble with my computer?

Information Technology Services can assist with technology-related issues.

Please email sd@bggs.qld.edu.au. Also, remember to regularly clear your email inbox so that you can send and receive emails.

Who can I contact for additional support?

Depending on the nature of the query, girls can contact the following staff via email

- Subject teachers
- Heads of House
- School Psychologists

What if I cannot log into Minerva?

Try again after a while. If the problem continues, please email your teacher for further directions.



ADDITIONAL RESOURCES

[Remote Learning FAQs](#)

[School TV](#)

[Supporting your teenager through the COVID-19 changes](#)

[How to be COVID-safe with your child's mental health](#)

<https://www.esafety.gov.au/parents>

<https://www.safeonsocial.com/single-post/parent-tips-during-lockdown>

[Children's Health Queensland Blog— COVID-19 and Kids: What you need to know](#)