

Name: \_\_\_\_\_

Brisbane School of Distance Education

# STUDENT PLANNER

2024

YEARS 4-6

Innovation | Inspiration | Inclusion



Cover design by Beau R Year 10 (2023)

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**BrisbaneSDE**



# Welcome to 2024

We look forward to supporting your journey this year as our BrisbaneSDE community assists all learners to flourish and thrive.

Our school goal is to see  
Each student succeeding through ...

- our VISION** *Excellence in virtual learning*
- our MISSION** *Providing highly engaging learning opportunities for each student to succeed through innovation, inspiration and inclusion*
- our VALUES** *Enhancing each student's learning and wellbeing through working collaboratively and strengthening our collective capacity with families and the community*



Dear Home-based Supervisors and Students,

I warmly welcome you to Brisbane School of Distance Education (BrisbaneSDE).

Our school has a long proud history of providing a unique learning environment for students and their families who are located in a variety of settings and contexts across Queensland, Australia and the world. We are a leader in online delivery of learning for students and are dedicated to excellence in teaching and learning through thoughtful innovation, inspiration and inclusion for each student who attends our school. We pride ourselves in our inclusive and supportive learning environment.

Our service has evolved and grown since our humble beginnings as the Primary Correspondence School in 1922. The Brisbane School of Distance Education was formed through the amalgamation of the Correspondence Pre-School, Primary Correspondence and Secondary Correspondence Schools in 1922. Despite changing demographics and technologies over the last 100 years, the constant in the school's delivery has been a capacity to respond to the learning needs of our students.

The school has a well-earned and impressive reputation amongst our school community and the wider educational community for the ability to cater for individual student needs. This approach to student learning is provided through flexible, individualised and quality curriculum programs, combined with a focus on the very important teacher-student relationship and Home-based Supervisor involvement.

Our school is well served by dedicated, enthusiastic, caring and committed staff who willingly and ably share their talents and abilities with students, families and other professionals. Teachers provide daily online lessons using leading edge ICT technologies and pedagogies. They follow up the teaching program by contacting students and families regularly to ensure engagement with the learning program.

A good school is not just built — it is created through the combined dedicated commitment of parents, students and staff all working together to achieve the very best for students. At BrisbaneSDE our staff, our families and our school community, work together to shape the future direction of our school.

I encourage you to visit our school website to better understand how BrisbaneSDE can cater for your learning needs.

I look forward to your family being part of our great school.

A handwritten signature in black ink, appearing to read 'John Brew', written in a cursive style.

John Brew  
Acting Executive Principal



# 2024 School calendar Queensland state schools

DECEMBER 2023	JANUARY	FEBRUARY	MARCH	APRIL
S M T W T F S 31 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29	S M T W T F S 31 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
MAY	JUNE	JULY	AUGUST	SEPTEMBER
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 30 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
OCTOBER	NOVEMBER	DECEMBER	JANUARY 2025	FEBRUARY 2025
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28

- School terms
- School holidays
- Public holidays
- Staff professional development/student free days
- Part public holiday after 6 pm

There are 199 school days in 2024.

Semester 1, 2024 commences for teachers on 18 January and for students on 22 January 2024.

#### STAFF PROFESSIONAL DEVELOPMENT DAYS

Staff professional development days for teachers are 18 and 19 January, 11 and 12 April and 30 August 2024. Schools are able to decide when they undertake the required hours for professional development for the flexible days, as long as they are on the flexible days, in the school holidays or out of school hours.

#### PUBLIC HOLIDAYS

Queensland public holidays are set by the Industrial Relations Minister.

Public holidays for local show days are not shown due to diversity of dates across the state.

#### FINAL DATES FOR STUDENT ATTENDANCE

15 November is the final date for Year 12 attendance for receipt of a Senior Statement. 22 November is the final date for student attendance in Years 10 and 11.

Some schools in regional, rural and remote areas will close for the summer holidays on 6 December.

*The information in this calendar was correct at the time of publication but may be subject to change.*

For more information and the latest version of this calendar, visit

[www.education.qld.gov.au](http://www.education.qld.gov.au)



## Purpose of the planner

This Student Planner has been designed to assist students in the organisation of their school activities to support engagement and further development of each BrisbaneSDE student.

Students are encouraged to:

- use this Student Planner during all classes
- plan time effectively using tools provided within
- use the Student Planner to record due dates and commitments
- plan an effective study program
- engage in the information and skills contained within to complement the Positive Psychology component of the Connect Program.

This Student Planner is offered as one of the many tools available to support BrisbaneSDE's vision for Learning.

## Term dates

Period	Staff Professional Development Days	Public Holidays*
<b>2024</b>		
<b>Term 1</b> Monday 22 January – Thursday 28 March	Wednesday 17 January Thursday 18 January Friday 19 January	Australia Day — Friday 26 January Good Friday — Friday 29 March
<b>Term 2</b> Monday 15 April – Friday 21 June	Thursday 11 April Friday 12 April	Anzac Day — Thursday 25 April Labour Day — Monday 6 May
<b>Term 3</b> Monday 8 July – Friday 13 September	Friday 30 August	The Royal Queensland Show (Ekka) — Wednesday 14 August
<b>Term 4</b> Monday 30 September – Friday 13 December		King's Birthday — Monday 7 October
<b>2025</b>		
<b>Term 1</b> Tuesday 28 January – Friday 4 April	Wednesday 22 January Thursday 23 January Friday 24 January	Australia Day — Monday 27 January
<b>Term 2</b> Tuesday 22 April – Friday 27 June	Thursday 16 April Friday 17 April	Good Friday — Friday 18 April Easter Monday — Monday 21 April Anzac Day — Friday 25 April Labour Day — Monday 5 May
<b>Term 3</b> Monday 14 July – Friday 19 September	Friday 5 September	The Royal Queensland Show (Ekka) — Wednesday 13 August
<b>Term 4</b> Tuesday 7 October – Friday 12 December		King's Birthday — Monday 6 October

\*BrisbaneSDE students will participate in the above public holidays regardless of region of residence.

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# Brisbane School of Distance Education

<b>Address</b>	4 Cavendish Road, Coorparoo QLD 4151
<b>Postal Address</b>	GPO Box 1308, Brisbane QLD 4001
<b>Telephone</b>	(07) 3727 2444
<b>School office hours</b>	8.00 am – 4.00 pm, every school day
<b>General enquiries</b>	<a href="mailto:enquiries@brisbanesde.eq.edu.au">enquiries@brisbanesde.eq.edu.au</a>
<b>Website</b>	<a href="http://www.brisbanesde.eq.edu.au">www.brisbanesde.eq.edu.au</a>
<b>Facebook</b>	<a href="https://www.facebook.com/BrisbaneSchoolofDistanceEducation/">www.facebook.com/BrisbaneSchoolofDistanceEducation/</a>

## School map



## Visiting the campus

Students and parents are always welcome to visit the school. Before you visit us, please make arrangements with the staff member concerned, particularly if help is needed with subjects or IT.

Staff are delivering lessons most of the day, so to avoid disappointment please **do not arrive without an appointment**.



## Code of Conduct

All members of the BrisbaneSDE school community can expect the following:

### BrisbaneSDE Code

(Rights to be enjoyed by all members of BrisbaneSDE community)

**Innovation:** To ask questions, share ideas and express opinions and allow others to do so.

**Inspiration:** To work together to obtain the best outcomes.

**Inclusion:** To be treated with, and treat others with courtesy, respect and fairness.

To show pride in your own achievements, the achievements of others and the achievements of our school.

## As a student at BrisbaneSDE, I will:

- Attend all scheduled lessons which occur between 8:00 am and 2:00 pm Monday to Friday.
- Check the BrisbaneSDE's website for 'Student Notices' everyday school day by 7:45 am.
- Participate to the best of your ability in class activities and discussions.
- Submit all work, which includes in-class and assessment tasks.
- Communicate frequently with your teachers about your progress.
- Seek help when required.

## Etiquette for online lessons

### Be Respectful

- Greet and farewell students and staff
- Use appropriate language, fonts and text features
- Avoid spamming chat
- Communicate to teacher if late or away
- Follow all reasonable teacher instructions

### Be Responsible

- Participate in all class activities
- Hand in all tasks and assessment work
- Own your learning
- Seek help when required

### Be Ready — to work and learn

- Log into lessons on time
- Equipment is ready to use, including microphone, reliable internet and computer.
- Bring all required resources and textbooks to class
- Use tools appropriately within QLearn
- Bring Student Planner to all lessons
- Check emails daily

## Etiquette for email

- Use a polite tone and explain the reason for my email.
- Include a greeting and the name of the recipient, for example, Dear Sam or Hello Mr Smith.
- If I include an attachment, clearly labelled it and explained the purpose for including the attachment.
- Include a salutation and my name at the end of the email, for example, Kind regards, Sam Brown or Thank you, Sarah Jones.

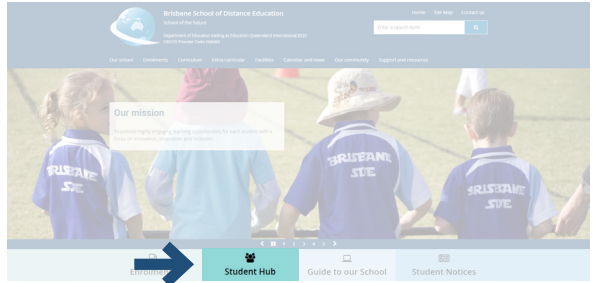
# General information

## Student Resources Hub

Students should access the **Student Resources Hub** daily on the BrisbaneSDE website. You will find information there to support your learning.

Save this address as a favourite!

<https://brisbanesde.eq.edu.au/support-and-resources/student-resources>



## SchoolTV

As part of our important Connect Program, we subscribe to a valuable online resource to support students and parents along their school life journey and into the future.

SchoolTV is a 'wellbeing platform for schools and parents addressing the modern-day realities of raising safe, happy and resilient young people using credible, sound information whilst offering realistic and practical strategies'. (SchoolTV 2021)

<https://brisbanesde.eq.edu.au/support-and-resources/parent-resources/schooltv>

<https://brisbanesde.eq.schooltv.me/>

## Attendance policy

BrisbaneSDE students are required to attend all scheduled lessons as per their timetable. If a student is unable to attend due to illness and/or a medical appointment, a parent or guardian must inform the school using one of the following methods:

- Email: [absences@brisbanesde.eq.edu.au](mailto:absences@brisbanesde.eq.edu.au)
- Phone: (07) 3727 2666
- Via Compass (Attendance monitoring app)

### Why is regular attendance at school important?

Regular school attendance will mean that you get a better chance at life. You will achieve better when you go to school all day, every school day.

- Just do it, go to school.
- Sounds simple, because it is.
- School attendance should become a habit.

### What should I do if my family is going on a holiday in school time?

You are encouraged not to schedule holidays during school time. If your family holiday is during school time, let the school know in advance and talk about what arrangements can be made.

Missing one or two days a week does not seem like much, however ... every day counts.

<https://everydaycounts.education.qld.gov.au/>





## BrisbaneSDE assessment policy

The school's Assessment policy is on the website: <https://brisbanesde.eq.edu.au/our-school/policies>

To support assessment work, refer to the BrisbaneSDE website: Writing Guide Years 5–12.

## Extensions

### Key Information for Students/Carers/Parents

- Evidence of the student's work to date on the task must be provided with the extension application.
- If an extension is approved, a new due date for the task will be specified. If no response is submitted by the new due date, the most recent evidence will be graded.
- 'Days' include weekends, public holidays, student-free days and school holidays
- If, on the due date, the student has not been notified that an extension has been approved, they must submit a response to the task via the method specified on the task sheet. If an extension is later approved, the student will be able to submit a new/updated response.
- Extensions of the due date for a draft or checkpoint should be negotiated directly with the teacher.
- A separate Application/Extension Request must be made for each assessment item however the same medical certificate can be attached to each application.

### Extensions up to three days — submitted to teacher for approval

- An extension of up to three days may be granted by the teacher where appropriate justification has been provided
- The extension request must be made by email directly to the subject teacher.
- The extension request must be made before the due date.
- The extension request must come from the parent or carer.
- Evidence of the student's progress in developing their response must be attached to the email. (This includes a rehearsal of their speech or performance, in the case of a non-written task.)

### Extensions over three days — submitted to Head of Department (HoD) for approval (form required)

- An extension of more than three days may be granted by the HoD where appropriate justification has been provided
- The extension must be requested on the AARA Extension Application form available on the BrisbaneSDE website.
- The application must be made by email directly to the HoD, with a CC to the teacher.
- The application must be made before the due date.
- The application must come from the parent or carer.
- Evidence of the student's progress in developing their response must be attached to the email. (This includes a rehearsal of their speech or performance, in the case of a non-written task.)
- A medical certificate or other relevant documentation must be attached to the email.

**Access Arrangements and Reasonable Adjustments (AARA)** are provided to minimise, as much as possible, barriers for students whose disability, impairment, medical condition or other circumstances may affect their ability to access or participate in assessment.

Access Arrangements and Reasonable Adjustments (AARA): <https://brisbanesde.eq.edu.au/support-and-resources/students-with-additional-needs/access-arrangements-and-reasonable-adjustments-a-a-r-a>

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## Student assessment responsibilities

- Students are responsible for completing sufficient class work during assessment preparation periods to enable their progress to be monitored and their work to be authenticated.
- Students are responsible for submitting draft and final responses to all assessment instruments on or before the relevant due dates.
- Students, along with their parents/carers, are responsible for informing the school of any difficulties relating to the completion of assessment tasks and providing documentary evidence to support an application for Access arrangements and reasonable adjustments (AARA) where necessary.
- Students must submit assessment in accordance with the instructions provided on the relevant task sheet.
- Responses must be received by BrisbaneSDE by 5.00 pm on the due date.
- Students must retain a copy of all responses, and must not edit or resave their copy of the response after it has been submitted.
- By submitting a response electronically using a unique EQ username and password, students thereby declare that the response is their own work (except where otherwise acknowledged).

## Parent/Carer assessment responsibilities

- Parents and carers are responsible for supporting and encouraging their children to complete class work, and to submit all drafts and final responses to assessment tasks by the relevant due date.
- Parents and carers, along with students, are responsible for informing the school of any difficulties relating to the completion of assessment tasks and providing documentary evidence to support an application for AARA where necessary. (Visit <https://brisbanesde.eq.edu.au/support-and-resources/students-with-additional-needs/access-arrangements-and-reasonable-adjustments-a-a-r-a> for additional AARA information)
- Parents/carers and home-based supervisors are responsible for ensuring that students in Years P–10 adhere to the conditions of supervised assessment, and that academic integrity is maintained during this assessment.

## Notes

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## Frequently asked questions

On our school website, policies and procedures to support students, including the **Student Code of Conduct**, can be found under the **Support and resources** tab within the **Documents** folder, <https://brisbanesde.eq.edu.au/support-and-resources>

### What time does school start and finish?

School begins at 8.00 am and finishes at 2.00 pm each day. Students are expected to engage in all the classes outlined on their timetable.

### What do I do if I am unable to regularly attend classes (not illness and/or medical appointment)?

Parent/Caregiver needs to advise the school via one of the following methods.

- Student absence line: (07) 3227 2666
- Student absence email: [absences@brisbanesde.eq.edu.au](mailto:absences@brisbanesde.eq.edu.au)
- Or, via the Compass application

### Further information

- <https://brisbanesde.eq.edu.au/our-school/absences>
- <https://brisbanesde.eq.edu.au/support-and-resources/students-with-additional-needs/access-arrangements-and-reasonable-adjustments-a-a-r-a>

### How can I lead my learning?

Leading your learning means taking responsibility for your learning. This means attending classes being prepared to learn. You can demonstrate this by having your resources on hand, and engaging in the lessons.

### What do I need to bring to class?

You will need to bring the resources outlined within the Stationery List for each year level including, textbooks, fully charged device, pencil case and Student Planner. You may also require other items specifically requested by your teachers.

### When do I receive a report card?

Report cards are sent out at the end of each semester.

### What if I forget my password?

Information is available within our school's website:

<https://brisbanesde.eq.edu.au/support-and-resources/i-t-support>

If you have a technical issue, contact: [Student\\_IT@brisbanesde.eq.edu.au](mailto:Student_IT@brisbanesde.eq.edu.au)

### What if I am having issues with my class OneNote?

Contact your class teacher.



## Still having problems?

- Information is available within **Student help videos** our school's website: <https://brisbanesde.eq.edu.au/support-and-resources/student-resources>
- If you have a technical issue, or a question that our YouTube channel does not answer, contact: [Student\\_IT@brisbanesde.eq.edu.au](mailto:Student_IT@brisbanesde.eq.edu.au)

## What opportunities are there for me to engage in representative sports?

Information is available within our school's website <https://brisbanesde.eq.edu.au/extra-curricular/sports>

## How do I remain up-to-date with current events at school?

Student notices are available each day via:

- the school's Facebook page <https://www.facebook.com/pg/BrisbaneSchoolofDistanceEducation/posts/>
- the school's website <https://brisbanesde.eq.edu.au/calendar-and-news/student-notices>

## Where do I find out about extra-curricular activities?

Students will refer to the BrisbaneSDE website under 'Student Notices' and the BrisbaneSDE Facebook page for upcoming events, activities and support across the school.

BrisbaneSDE clubs are also active throughout the entire year. If you are interested in joining talk to your Connect Representative and Student Leaders. For all other queries regarding extra-curricular activities email [communityengagement@brisbanesde.eq.edu.au](mailto:communityengagement@brisbanesde.eq.edu.au)

Note: If you have a frequently asked question that has not been covered in this section, please refer to the BrisbaneSDE website: <https://brisbanesde.eq.edu.au/supportandresources/formsanddocuments/documents/parents/faq.pdf>

## Notes

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## Key terms

Term	Information
AARA Access arrangements and reasonable adjustments	Actions taken by the school to assist students who have disability, impairment and/or medical conditions or who experience other circumstances that may affect their ability to read, respond to and participate in assessment. Some AARA must be pre-approved by the QCAA.
ATAR Australian Tertiary Admissions Rank	ATAR is the primary mechanism used nationally for tertiary admissions and indicates a student's position relative to other students. It is the standard measure of a student's overall academic achievement in relation to other students where these students have studied different subject combinations. ATARS are expressed as a number from 99.95 (highest) to 0.00 in steps of 0.05. ATARS below 30 are reported as '30.00 or less'. See <a href="https://www.qtac.edu.au/atar/">https://www.qtac.edu.au/atar/</a> for requirements.
EQ ID Education Queensland student ID number	Every state school student has an EQ ID. It consists of 10 numbers and one letter. You can find it on your timetable, report cards, school invoices, among other documents.
LUI Learner Unique Identifier	QCAA uses the LUI to identify any student who is accruing QCE points in their QCAA learning account. LUIs are made up of 10 numbers, no letters. (Often confused with the EQ ID – see above.)
MIS ID Managed Internet Service ID	Every staff and student member of Education Queensland has a unique MIS username and password that is used to access a variety of online resources. (e.g. jsmit123) The MIS ID also forms your email address, e.g. jsmit123@eq.edu.au
QCAA Queensland Curriculum and Assessment Authority	The QCAA is responsible for kindergarten guideline and senior secondary syllabus development, and for providing resources and services to help teachers develop curriculum, teaching and learning programs from kindergarten to Year 12.
QCE Queensland Certificate of Education	The qualification that most students are working towards achieving at the completion of Year 12.
QCIA Queensland Certificate of Individual Achievement	Recognises the achievements of students who are on individualised learning programs. The certificate is an official record that students have completed at least 12 years of education, and provides students with a summary of their skills and knowledge that they can present to employers and training providers.
QTAC Queensland Tertiary Admissions Centre	QTAC calculates the ATAR as well as provides entry to 17 higher education providers in Queensland and Northern New South Wales, across both undergraduate and postgraduate admissions.
USI Unique Student Identifier	A USI gives you an online record of your VET training undertaken in Australia. If you're at university, TAFE, or doing other nationally recognized training, you need a USI in order to get your qualification or statement of attainment, as well as Commonwealth financial assistance if applicable.
VET Vocational Education and Training	Vocational Education and Training (VET) provides education and training that focuses on providing skills for work. BrisbaneSDE offers both internal VET qualifications Certificate I to Certificate III and also completes agreements with external organisations for students to undertake VET outside school.





## What is the Connect Program?

This program is timetabled each day to assist students to develop the necessary skills to positively connect with their learning community to enhance their learning opportunities.

- Students attend Connect sessions with their Connect teacher Monday, Wednesday and Friday.
- Students do not attend Connect sessions Tuesday and Thursday. During this time, your Connect teacher will be contacting a range of students. Student use this time to complete the Student Planner wellbeing activities for the week.

## Who can I talk to if I need assistance?

- Generally, your first point of contact is your Connect teacher. They may then refer you to your Dean of Students, for further referrals to another staff member within our Specialist Support team.
- The Connect teachers play a pivotal role in supporting the learning of all students within their Connect group. They regularly liaise with students, staff, parents/carers and the respective Dean of Students to ensure all students are tracking successfully. Dean of Students work with Heads of Department to proactively plan the direction of the cohort's learning and wellbeing needs and with Connect teachers and cohort teachers to offer input into their learning programs. In conjunction with all staff, Dean of Students, support the positive, yet often challenging, progression from adolescence toward adulthood to ensure positive learning outcomes for all students.
- At BrisbaneSDE we value the 'whole student'. Our Positive Education approach recognises the benefits of student wellbeing on learning. As a staff team we aim to develop the skills of the individual so that they can build positive, respectful relationships with those around them both at school and in their broader communities. Regardless of what is happening for an individual outside the school, they can be successful lifelong learners with support, structure and encouragement. All individuals within our school are encouraged and supported to model a growth mindset. Our brains grow when we nourish them with challenge and curiosity. We value and seek to install persistence, grit and resilience which contribute to our ability to learn and grow.

Specialist Support Team	Email	Days available
<b>Dean of Students</b>		
Prep – Year 6	<a href="mailto:YearP-6Dean@brisbanesde.eq.edu.au">YearP-6Dean@brisbanesde.eq.edu.au</a>	Monday to Friday
Year 7	<a href="mailto:Year7Dean@brisbanesde.eq.edu.au">Year7Dean@brisbanesde.eq.edu.au</a>	Monday to Friday
Year 8	<a href="mailto:Year8Dean@brisbanesde.eq.edu.au">Year8Dean@brisbanesde.eq.edu.au</a>	Monday to Friday
Year 9	<a href="mailto:Year9Dean@brisbanesde.eq.edu.au">Year9Dean@brisbanesde.eq.edu.au</a>	Monday to Friday
Year 10	<a href="mailto:Year10Dean@brisbanesde.eq.edu.au">Year10Dean@brisbanesde.eq.edu.au</a>	Monday to Friday
Year 11	<a href="mailto:Year11Dean@brisbanesde.eq.edu.au">Year11Dean@brisbanesde.eq.edu.au</a>	Monday to Friday
Year 12	<a href="mailto:Year12Dean@brisbanesde.eq.edu.au">Year12Dean@brisbanesde.eq.edu.au</a>	Monday to Friday
<b>Specialist Support</b>		
Guidance Officers Prep – Year 12	<a href="mailto:Guidance.Enquiries@brisbanesde.eq.edu.au">Guidance.Enquiries@brisbanesde.eq.edu.au</a>	Monday to Friday
Youth Support Worker	<a href="mailto:YouthSupport@brisbanesde.eq.edu.au">YouthSupport@brisbanesde.eq.edu.au</a>	Monday to Friday
Indigenous Support	<a href="mailto:IndigenousSupport@brisbanesde.eq.edu.au">IndigenousSupport@brisbanesde.eq.edu.au</a>	Monday to Friday



# Support contacts

If you are concerned about someone at risk of immediate harm, call 000 or go to your nearest hospital emergency department.

<b>BeYou</b> Mental health services and support helplines <a href="https://beyou.edu.au/resources/mental-health-services-and-support-helplines">https://beyou.edu.au/resources/mental-health-services-and-support-helplines</a>	<b>Beyond Blue</b> 24/7 mental health support service <b>1300 22 4636</b> <a href="http://beyondblue.org.au">beyondblue.org.au</a>	<b>1800RESPECT</b> 24/7 support for people impacted by sexual assault, domestic violence and abuse <b>1800 737 732</b> <a href="http://1800respect.org.au">1800respect.org.au</a>
<b>Mensline</b> 24/7 counselling service for men <b>1300 78 99 78</b> <a href="http://mensline.org.au">mensline.org.au</a>	<b>Headspace</b> Online support and counselling to young people aged 12 to 25 <b>1800 650 890</b> (9.00 am to 1.00 am daily) For webchat visit <a href="https://headspace.org.au/eheadspace">https://headspace.org.au/eheadspace</a>	<b>Lifeline</b> 24/7 crisis support and suicide prevention services <b>13 11 14</b> <a href="http://lifeline.org.au">lifeline.org.au</a>
<b>QLife</b> LGBTIQ+ peer support and referral <b>1800 184 527</b> (6.00 pm to 10.00 pm daily) <a href="http://qlife.org.au">qlife.org.au</a> Online chat 3.00 pm to 12.00 am daily	<b>Kids Helpline</b> 24/7 crisis support and suicide prevention services for children and young people aged 5 to 25 <b>1800 551800</b> <a href="http://kidshelpline.com.au">kidshelpline.com.au</a>	<b>Suicide Call Back</b> 24/7 crisis support and counselling service for people affected by suicide <b>1300 659 467</b> <a href="http://suicidecallbackservice.org.au">suicidecallbackservice.org.au</a>

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## Contact information

Student name

### Login details

MIS ID

EQ ID

Other

Name

Website

Login

Name

Website

Login

Name

Website

Login

## Notes



Teacher details			
<b>Connect teacher</b>		Email	@eq.edu.au
<b>Dean of Students</b>		Email	@eq.edu.au
<b>Subject</b>			
Teacher		Email	@eq.edu.au
Head of Department		Email	@eq.edu.au
<b>Subject</b>			
Teacher		Email	@eq.edu.au
Head of Department		Email	@eq.edu.au
<b>Subject</b>			
Teacher		Email	@eq.edu.au
Head of Department		Email	@eq.edu.au
<b>Subject</b>			
Teacher		Email	@eq.edu.au
Head of Department		Email	@eq.edu.au
<b>Subject</b>			
Teacher		Email	@eq.edu.au
Head of Department		Email	@eq.edu.au
<b>Subject</b>			
Teacher		Email	@eq.edu.au
Head of Department		Email	@eq.edu.au



# Daily school routines

## Timetable

Students are issued with a weekly timetable that shows them the subject and teacher for each lesson. Students should print their timetable and have it available each day along with their school planner.

The timetable consists of six subjects, each with three 70-minute lessons. The remaining timetable slots are used for Connect, assembly and teacher collaboration time.

Access student timetable via: <https://brisbanesde.eq.edu.au/curriculum/daily-timetables>

Session	Time	Monday	Tuesday	Wednesday	Thursday	Friday
Session 1	8:00 – 9:10	1	2	3	1	2
Session 2	9:10 – 10:20	4	1	6	5	3
Morning Tea	10:20 – 10:45	Morning tea — 25 mins				
Session 3	10:45 – 10:55	Connect	5	Connect lesson 10:45 – 11:20	4	Connect
	10:55 – 12:05	6		2		Connect follow up
	11:55 – 12:05		Connect follow up		11:20 – 12:30	
Lunch	12:05 – 12:50	Lunch — 45 mins		Lunch — 45 mins 12:30 – 1:15	Lunch — 45 mins	
Session 4	12:50 – 2:00	5	4	Study time 1:15 – 2:00	3	Study timet

## Notes

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# My timetable

## Semester 1

Session	Time	Monday	Tuesday	Wednesday	Thursday	Friday
Session 1	8:00 – 9:10					
Session 2	9:10 – 10:20					
Morning Tea	10:20 – 10:45	Morning tea — 25 mins				
Session 3	10:45 – 10:55	Connect		Connect lesson 10:45 – 11:20		Connect
	10:55 – 12:05					
	11:55 – 12:05		Connect follow up		Connect follow up	
Lunch	12:05 – 12:50	Lunch — 45 mins		Lunch — 45 mins 12:30 – 1:15	Lunch — 45 mins	
Session 4	12:50 – 2:00					

## Semester 2

Session	Time	Monday	Tuesday	Wednesday	Thursday	Friday
Session 1	8:00 – 9:10					
Session 2	9:10 – 10:20					
Morning Tea	10:20 – 10:45	Morning tea — 25 mins				
Session 3	10:45 – 10:55	Connect		Connect lesson 10:45 – 11:20		Connect
	10:55 – 12:05					
	11:55 – 12:05		Connect follow up		Connect follow up	
Lunch	12:05 – 12:50	Lunch — 45 mins		Lunch — 45 mins 12:30 – 1:15	Lunch — 45 mins	
Session 4	12:50 – 2:00					

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# Study planner

## Semester 1

Time	Monday	Tuesday	Wednesday	Thursday	Friday
6:00 – 7:00					
7:00 – 8:00					
8:00 – 9:10					
9:10 – 10:20					
Morning tea 10:20 – 10:45					
Connect 10:45 – 10:55 (Wednesday 10:45 – 11:20)					
10:55 – 12:05					
Connect 11:55 – 12:05					
Lunch 12:05 – 12:50 (Wednesday 12:30 – 1:15)					
12:50 – 2:00					
2:00 – 3:00					
3:00 – 4:00					
4:00 – 5:00					
5:00 – 6:00					
7:00 – 8:00					
8:00 – 9:00					
9:00 – 10:00					



# Study planner

## Semester 2

Time	Monday	Tuesday	Wednesday	Thursday	Friday
6:00 – 7:00					
7:00 – 8:00					
8:00 – 9:10					
9:10 – 10:20					
Morning tea 10:20 – 10:45					
Connect 10:45 – 10:55 (Wednesday 10:45 – 11:20)					
10:55 – 12:05					
Connect 11:55 – 12:05					
Lunch 12:05 – 12:50 (Wednesday 12:30 – 1:15)					
12:50 – 2:00					
2:00 – 3:00					
3:00 – 4:00					
4:00 – 5:00					
5:00 – 6:00					
7:00 – 8:00					
8:00 – 9:00					
9:00 – 10:00					





Week	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Week 1</b> 22–26 Jan					
<b>Week 2</b> 29 Jan – 2 Feb					
<b>Week 3</b> 5–9 Feb					
<b>Week 4</b> 12–16 Feb					
<b>Week 5</b> 19–23 Feb					
<b>Week 6</b> 26 Feb – 1 Mar					
<b>Week 7</b> 4–8 Mar					
<b>Week 8</b> 11–15 Mar					
<b>Week 9</b> 18–22 Mar					
<b>Week 10</b> 25–28 Mar					





## Term planner — My goals for Term 2

Subject	Goal
<p>During Term 2 monitor the progress for your goals:</p> <ul style="list-style-type: none"><li>• How successfully did I meet each goal?</li><li>• Why or why not?</li><li>• Where to next?</li></ul>	



Week	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Week 1</b> 15–19 Apr					
<b>Week 2</b> 22–26 Apr					
<b>Week 3</b> 29 Apr – 3 May					
<b>Week 4</b> 6–10 May					
<b>Week 5</b> 13–17 May					
<b>Week 6</b> 20–24 May					
<b>Week 7</b> 27–31 May					
<b>Week 8</b> 3–7 Jun					
<b>Week 9</b> 10–14 Jun					
<b>Week 10</b> 17–21 Jun					



# Term planner — My goals for Term 3

Subject	Goal
During Term 3 monitor the progress for your goals: <ul data-bbox="69 215 540 315" style="list-style-type: none"><li>• How successfully did I meet each goal?</li><li>• Why or why not?</li><li>• Where to next?</li></ul>	



Week	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Week 1</b> 8–12 Jul					
<b>Week 2</b> 15–19 Jul					
<b>Week 3</b> 22–26 Jul					
<b>Week 4</b> 29 Jul – 2 Aug					
<b>Week 5</b> 5–9 Aug					
<b>Week 6</b> 12–16 Aug					
<b>Week 7</b> 19–23 Aug					
<b>Week 8</b> 26–30 Aug					
<b>Week 9</b> 2–6 Sep					
<b>Week 10</b> 9–13 Sep					



## Term planner — My goals for Term 4

Subject	Goal
	During Term 4 monitor the progress for your goals: <ul style="list-style-type: none"> <li>• How successfully did I meet each goal?</li> <li>• Why or why not?</li> <li>• Where to next?</li> </ul>



Week	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Week 1</b> 30 Sep – 4 Oct					
<b>Week 2</b> 7–11 Oct					
<b>Week 3</b> 14–18 Oct					
<b>Week 4</b> 21–25 Oct					
<b>Week 5</b> 28 Oct – 1 Nov					
<b>Week 6</b> 4–8 Nov					
<b>Week 7</b> 11–15 Nov					
<b>Week 8</b> 18–22 Nov					
<b>Week 9</b> 25–29 Nov					
<b>Week 10</b> 2–6 Dec					
<b>Week 11</b> 9–13 Dec					



# Notes

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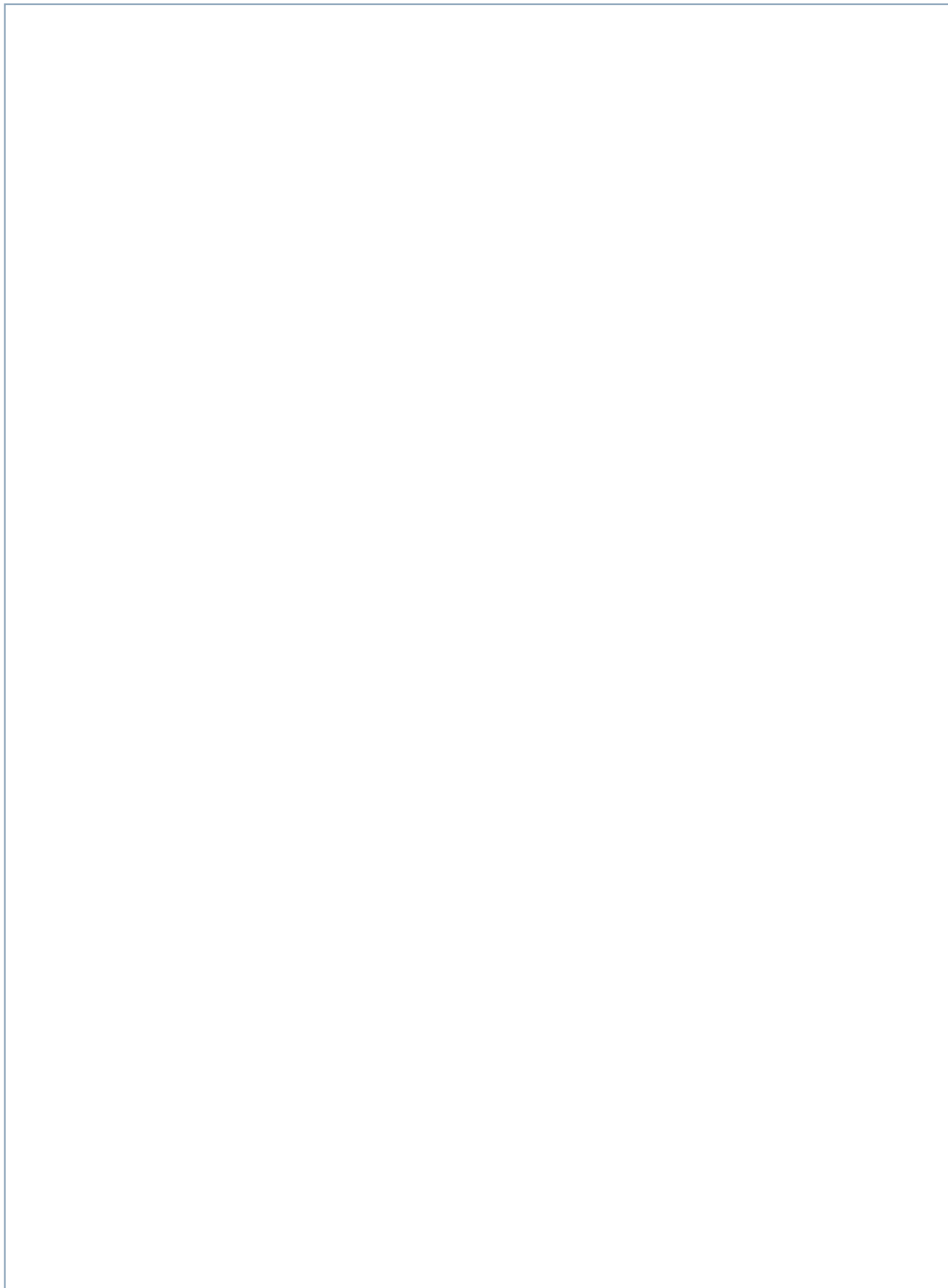
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# Drawing space







**BrisbaneSDE**

**Brisbane School of Distance Education**

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