

GETTING READY FOR 2024 DISTANCE EDUCATION



The following information booklet will assist with start up information for 2024



GROVES
CHRISTIAN COLLEGE
EDUCATING FOR ETERNITY



GETTING STARTED

Office Hours for Holiday Period (Dec 2023 - Jan 2024)

Monday 4 December - Friday 15 December • **8:00am - 3:45pm**

Monday 18 December - Friday 5 January • **Closed**

Monday 8 January • **Normal hours resume**

Monday 15 January • **Closed**

2024 Term Dates

The term dates can be found on our website or at the following website address:

groves.link/termdates

Contact Details

General Enquiries - de@groves.qld.edu.au

Primary Administration - primary.administration@groves.qld.edu.au

Secondary Administration - secondary.administration@groves.qld.edu.au

Technical Support - support.ccmschools.app

Helpful Websites

Parent Portal (Edumate) - groves.edumate.net.au

Learner.Link - <https://learner.link>

Download Office 365 - portal.office.com/account#installs

CAMPING PROGRAM

Year 3 Camp • 12 September

Campus 1

Year 4 Camp • 6–7 November

CYC Burleigh and Seaworld

Year 5 Camp • 21–23 October

Lake Moogerah

Year 6 Camp • 20–22 May

Camp Drewe, Lennox Head

Year 7 Canberra Trip • 29 July – 2 August

Canberra

Year 8 Camp • 18–20 March

Numinbah Valley

Year 9 Camp • 20–22 March

Numinbah Valley

Year 10 and 11 Camp • 28–31 May

Levelled Adventure Camp (Various Locations)

Year 12 Camp • 27–29 May

CYC Burleigh

START UP INFO

BOOK DISTRIBUTION

Textbooks/Workbooks will be couriered to families from Friday 12 January

NEW FAMILY ORIENTATION

For new families, an online orientation will be available from 16-17 January. More information to come in early 2024

MEET & GREET YOUR TEACHER

A call to each student/family in Prep - Year 9
More information to come in early 2024

SECONDARY ID CARDS



Students can request an ID card by completing the form via this QR code by Friday 23 February



SUGGESTED STATIONERY LIST



GENERAL ITEMS (PREP to YEAR 12)



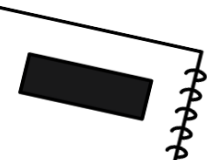

- Pencil Case
 - Large Eraser
 - Scissors (160mm)
 - Coloured Pencils
(Full Length, Pack of at least 12)
 - Felt-Tipped Colouring Pens
(Pack of at least 8)
 - Blue Pens
 - Red Pens
 - HB Pencils
 - Clear Plastic Ruler 30cm
 - Pencil Sharpener (Double Metal)
 - Glue Sticks
 - Highlighter Pens
 - Protractor 100mm x 180 Degree
 - NIV Bible
 - Art Shirt
(Oversized old shirt is suitable)
 - Headphones or Earphones
(with microphone attached)
 - Computer Mouse
(For use with laptop)
 - Laptop with working microphone and webcam
- 
- 
- 

ADDITIONAL ITEMS

Prep to Year 6

- Solar Calculator
(Recommended model: Sharp EL240SB)
- A4 (minimum) 64 page Exercise Book
(Stapled)

Year 7 to Year 12

- Calculator
(Recommended model: Casio fx-82AU Plus II)
 - A4 (minimum) 64 page Exercise Book
(Stapled - 1 per subject, per semester)
- 
- 
- 
- 

TECHNOLOGY REQUIREMENTS FOR ONLINE LEARNING

COMPUTER (Standard Subjects)

Form Factor: A laptop or notebook style device is the preferred form factor (Mac OSX is not a supported platform). The device must have a full keyboard. Secondary students must have access to their own dedicated device.

Screen Size: Minimum 13 inch screen

Processor: Minimum Intel i3 processor or equivalent

RAM: 16GB Minimum

Hard Drive: 256GB hard drive or larger

Battery Life: Minimum 6 to 8 hours is recommended

Built- In Accessories: Microphone and speakers (or headphone port), webcam

Operating System: Windows 10 or later (64 bit)**

Age of Device: Less than 3 years old

** Students studying (or even considering to study) Design require a more powerful computer to adequately handle the software in this subject.

Web Camera: Some subjects require you to record videos of yourself performing spoken presentations using a video camera or webcam capable of producing high-quality videos to be uploaded for submission. Most smartphones are sufficient for this.

Printer: A mono black and white laser printer typically offers the most cost efficient printing in terms of ongoing expenses.

Back Up Storage: All students are recommended to store work in their school provided cloud based OneDrive storage which is automatically backed up.

Scanner: The scanner must be capable of scanning to a PDF document. We recommend a cheap multifunction printer/scanner that has a document feeder. Multifunction devices are usually cheaper than stand-alone scanners.

IT HELPFUL LINKS

Microsoft 365 Training

groves.link/microsoft

Learner.Link Support

<https://learner.link/>

EduApp

groves.ccmschools.app/

Student Password Reset

groves.link/studentreset

Parent Password Reset

groves.link/parentreset

 ClickView

Camtasia[®]



Adobe[®] Creative Cloud[™]

 Microsoft 365



MAP OF CAMPUS 1 – 70 LAUGHLIN ST, KINGSTON

MAP KEY



Toilets



Disabled Toilets



Nappy Change



Parking



Refer to Map

Wheelchair/Pram Access



First Aid





GROVES PLACE

GATE 6

CCD

S Block

T Block

MPC

G BLOCK

U BLOCK

Sports Dome

CAFE

Tuckshop

STUDY HALL

E Block

LIBRARY

Ball Courts

F BLOCK

L Block

I Block

VISITOR CARPARK
9am - 2pm

Admin

Year 2

NO ENTRY

Bus Pick-Up & Drop-off Zone

SANDPIT

Prep

Prep

Kindy

Year 1

After School Care

Facilities

Uniform Shop

NO ENTRY

STAFF PARKING

PREP PLAY GYM

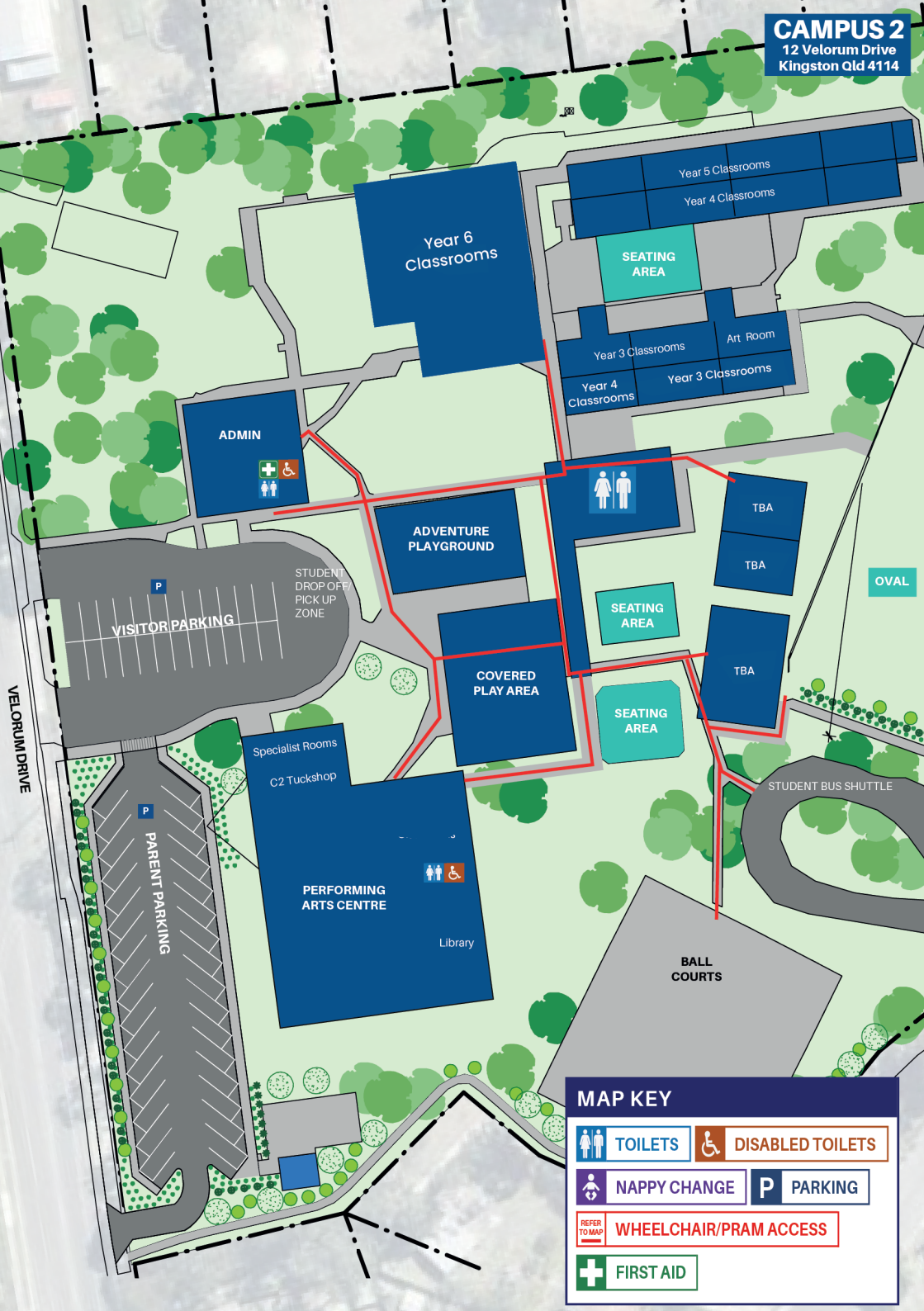
Year 1

Pick-Up & Drop-Off Zone

GATE 2

GATE 3

GATE 4



MAP KEY

	TOILETS		DISABLED TOILETS
	NAPPY CHANGE		PARKING
<small>REFER TO MAP</small>	WHEELCHAIR/PRAM ACCESS		
	FIRST AID		

VELORUM DRIVE

OVAL

VISITOR PARKING

P

STUDENT DROP OFF PICK UP ZONE

Year 6 Classrooms

ADMIN



ADVENTURE PLAYGROUND



Year 3 Classrooms

Art Room

Year 4 Classrooms

Year 3 Classrooms

TBA

TBA

SEATING AREA

COVERED PLAY AREA

SEATING AREA

TBA

TBA

Specialist Rooms

C2 Tuckshop

PERFORMING ARTS CENTRE



Library

PARENT PARKING

P

STUDENT BUS SHUTTLE

BALL COURTS

NON UNIFORM DAY DRESS CODE

- Clothes cannot be anti-ethos of the College (eg. Clothes that promote by words, images or logos, drugs, evil violence or unacceptable values)
- Clothing needs to be modest
- Closed in shoes must be worn for all college activities, unless otherwise specified sandals are acceptable.
- Stay safe in the sunshine: dress appropriately
- Jewellery to be kept to a minimum
- Clothing should be appropriate to biological birth sex
- Hair may be out for the day (please note: if having a prac lesson in the lab or workshop your hair will need to be tied back or kept off the face as per usual)
- Students that arrive at school dressed inappropriately will need to correct their clothing otherwise parent/guardian will be called to collect.



20
24

UPCOMING EVENTS



**FEB
09**

**SECONDARY
SWIMMING CARNIVAL**

**FEB
21**

**SECONDARY
STUDY DAY**

**MAY
01**

**PRIMARY & SECONDARY
CROSS COUNTRY**

**MAY
08**

**PRIMARY
WORKSHOP**

**MAY
15**

**SECONDARY
STUDY DAY**

**JUN
19**

**SECONDARY
ATHLETICS CARNIVAL**

**JUN
20**

**INTERMEDIATE
ATHLETICS CARNIVAL**

**JUL
24**

**PRIMARY EXCURSION
PREP - YEAR 6**

PREP to YEAR 9

**FEB
23**

SEAWORLD BIG DAY OUT

Seaworld Drive, Main Beach QLD

Educational Program and Activities
One Home Tutor from each household must attend
(Admission cost covered)

More info to come in 2024



HOW TO GET YOUR NEW GROVES CHRISTIAN COLLEGE SCHOOL APP

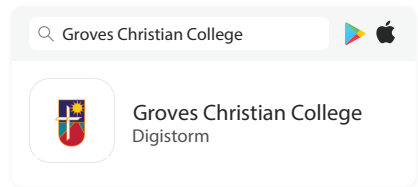
Learn how you can quickly and easily access the new Groves Christian College School app.



STEP 1

SEARCH & DOWNLOAD

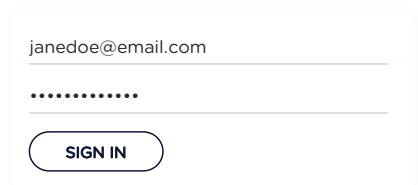
Search for Groves Christian College on the Apple App Store or Google Play to download the Groves Christian College School app.



STEP 2

SIGN IN

Once you have downloaded and opened the app, you will be able to sign in using your Groves Christian College login.



STEP 3

STAY CONNECTED

You will now receive the latest updates and information from the school.

STEP 4

TAKE THE TOUR

Explore the features of your new app by tapping the tiles on the dashboard.



Attendance and Absence Quick Guide (DE)

Teaching and Learning sessions are compulsory for all Prep to Year 12 students with attendance being taken by teachers and trainers prior to the lesson commencing. It is therefore important that families and the College work in partnership to ensure regular attendance, unless there is a reasonable excuse for non-attendance. Students will be provided with a timetable and should be prepared for these sessions with their relevant textbooks and any questions they require support for.

Attendance Process



Rolls are Marked

Attendance Record Form completed by Carer and Teacher.



Lessons Commence

All students required to attend teaching and learning sessions. (Compulsory)

Non-Attendance Process

Not Attending
Student will be absent

- 1 • Contact the Class Teacher by email prior to the teaching and learning session.
- 2 • Complete the Attendance Record Form.

Please ensure you provide:
Family and child name(s), Absence date(s) and valid reason.

Reason for Non-Attendance

Acceptable reasons for non-attendance:
Sickness, specialist appointment, Representative sport, bereavement, natural disaster/even outside of student/carer's control.

Unacceptable Reasons:
Sleeping in, recreational activities, non-urgent medical appointment, family preference or convenience, no reason.

Holidays or other optional outings will not be registered as explained reasons for non-attendance. Absences of more than 4 days must be pre-approved with the College in correspondence with the Registrar. For full information on absences at Groves please see the Student Attendance and Absences Policy on the College website.

It is the goal of all our staff to work in partnership with you in educating your child at home. Some important documents that inform you of the College's expectations can be found on the Groves Website, including the following: DE Standard of Service, Technology Requirements, Non-uniform day dress code, Middle Phase and Senior Phase Assessment Policy, and The College Charter.



Preparing for Term 1

- 1** Set up a suitable study space for your student
- 2** Ensure you have all of your student's textbooks & resources
- 3** Log into your student's Learner.Link account
- 4** Complete the Passport to Canvas course
- 5** Develop a Term Timetable for your student

Passport to Canvas

Passport to Canvas provides everything you need to know about using Learner.Link.

Learn how to:

- Submit assessments online
- Access grades and feedback
- Complete online quizzes and tests
- Use discussion forums

