

26 March 2020

Dear Parents and Guardians

INFORMATION RE: 'REMOTE ONLINE LEARNING' - GENERAL ADVICE AND EXPECTATIONS

Some of you will be somewhat concerned about your child's education for the immediate future, given the current climate. Please be assured that as a school we are very well placed in the event that we are required to continue your child's education remotely. College Executive, Senior Leadership and Learning Area Leaders, along with teachers have been preparing for all eventualities.

As you know students began their school holidays early on Tuesday March 24. However, teachers have been working from Tuesday March 24 to Friday March 27, to prepare for the possibility of a school closure sometime in the future.

CONTINUATION OF LEARNING

Whilst being mindful of the safety and wellbeing of our staff and students, the continuation of learning is pivotal going forward. In the event of a school closure your child's learning will continue as per their normal timetable.

In the event of a closure:

- Our Remote Online Learning Plan will be enacted should the college be required to close (further details below and at the time).
- Classes will continue (remotely) at the usual times as per SIMON timetable.
- Please remember that parents can see their child's timetable by logging into the Parent Access Module (PAM) from the college website. If you experience any difficulty accessing PAM, please contact the college.
- During those timetabled class times teachers will be working remotely with students via a number of mediums. These may include SIMON, Google Classroom, Google Meet, email, Zoom etc.
- Students will need access to their laptop for remote learning and should now have their laptop, charger and bag, so that in the event of a school closure they have access to all the necessary school resources.
- Access to lockers, classrooms or any area of the college will not be available during a school closure.
- Where your child normally works with a Learning Support Officer (LSO), the LSO will be included in any online learning for that class. The LSO will make contact with students they support to ensure continuity of learning.
- The college Wellbeing Team will develop resources to assist students in a school closure if necessary and will be available for online counselling when an appointment is requested.

ICT AND FINANCIAL ASSISTANCE

- To prepare our teaching staff for remote learning, Professional Learning sessions are being held this week to familiarise themselves with the available tools.
- If financial hardship prohibits internet access from home, please contact Mr David Lim, Business Manager at the college.
- The college ICT team will be available to provide remote ICT support if families require help from home.

At this stage we are not certain what Term 2 will bring for us, however if 'Remote Online Learning' is activated, please be aware of the following:

TIMETABLES

Students will be required to undertake learning as per their normal timetable. It will be an expectation that students will be at their computer whenever they would normally have a timetabled class.

ATTENDANCE

At the beginning of the class all students will be expected to sign into the SIMON forum for their subject class. Teachers will use this information to complete SIMON attendance rolls. Similar to what currently happens, an SMS will be sent to parents/guardians where a child has not logged into a timetabled online class session. Information on how students access SIMON subject/class forums will be provided to students via email at the time of any closure. If your child is unwell and unable to attend an online class, please contact the college as you would normally.

LEARNING PLATFORM

All assessment tasks will be placed on SIMON and all assessment and feedback will continue to be communicated to students and parents via SIMON/PAM. Classroom tasks may be distributed via SIMON or Google Classroom but all assessment tasks must go through SIMON.

Teachers will be online and working with students during scheduled timetabled classes, however the method of communication may differ. For some classes this might be an email, but for others this might take the form of SIMON Forum, Learning Areas on SIMON, Google Classroom, Google Meet or Zoom.

THINGS TO CONSIDER

- Students should work in a shared space in their home where possible. Bedrooms should be avoided where possible.
- Students will be required to wear their full winter college uniform. The purpose of this is to ensure that classroom learning whilst in the home environment, is consistent with classroom learning at school. By wearing the uniform, it is hoped that students will be in the mindset where they are ready and eager to learn. Families will be notified of uniform infringements via SMS as per the college uniform policy.
- Students should be respectful in all online spaces - to those who are sharing content with you. This is no different to when you are in class. Students should not expect one-on-one e-learning sessions with teachers. This is unmanageable in the long term and would create an unreasonable expectation for teachers.

Students should be encouraged to take breaks from their laptop at unscheduled times - plan to take the normal recess and lunchtime breaks to step away from the screen. The Health and PE Learning Area is working on an Active Movement and Challenge Program for Year 7 to 10 students. This is an optional program for students to follow at recess and lunch times. Online sessions can use a lot of battery on laptops. Please ensure your child's laptop is connected to power or charger for the majority of the day.

ICT SUPPORT

If your child requires IT support, please contact inttec@sjcnda.vic.edu.au. This will create a ticket in our system and allow Inttec to share the load and respond more effectively to your request.

NAPLAN

Please be aware the Australian and state governments have decided that NAPLAN testing will not proceed for 2020. Please follow this [link](#) if you require further information.

These are interesting times, but please be assured the college will work with you to ensure that learning continues for your child in the event of a school closure. In the event of a school closure there will be further communication with you at the time via SkoolBag, email and the college website. Thank you for your understanding and commitment to the continued learning of your child in these circumstances.

Yours sincerely



Mr Greg Kluske
Deputy Principal Learning and Teaching