

*From the desk of the Principal*

3 August 2020

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MILDURA VICTORIA 3500

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Dear St Joseph's College families

As you are aware, the Victorian Government announced that, on the advice of the Victorian Chief Health Officer, regional and rural Victoria will move to Stage 3 restrictions and metropolitan Melbourne will move to Stage 4 restrictions to slow the spread of coronavirus (COVID-19).

The changes to schools' operations will come into effect from Wednesday 5 August, following a student free day on Tuesday 4 August, and are likely to apply until the end of Term 3. A summary of what the changes mean for schools is below.

- Year 7 to Year 12 students will move to remote and flexible learning.
- The GAT will be rescheduled from Wednesday 9 September to Wednesday 7 October.
- The schedule for the VCE examinations and release of results will remain as previously advised.
- The VCAA has considered a range of scenarios and has plans in place to meet contingencies posed by COVID-19 in an effective and flexible way. They will be providing more detailed information to schools later this week.

#### TIMELINE

- **Monday 3 August** will be a 'normal' day of school under current arrangements, with students attending on site learning asked to take all their necessary learning materials home.
- **Tuesday 4 August** will be a student-free day across Victoria to enable teachers, especially in rural and regional Victoria, to prepare for flexible and remote learning.
- **Wednesday 5 August** will be the first day of new arrangements for schools across Victoria

This is a day ahead of the statewide introduction of the Stage 3 restrictions in rural and regional Victoria, but will provide for as much continuity of learning as possible.

#### REMOTE LEARNING EXCEPTIONS

We are able to make exceptions for children of parents who cannot work from home\*, and vulnerable children, including:

- children in out-of-home care
- children deemed by Child Protection and/or Family Services to be at risk of harm
- children identified by the college as vulnerable.

\*Supporting parents working in logistics, grocery retailing, emergency services, government and many other occupations and professions. If you require your child/ren to attend school, please notify the college as per the guidelines on the next page. Please note that your child will be undertaking online learning as per their timetable whilst at the college.

## **DUTY OF CARE - COLLEGE**

It is clearly understood that the COVID-19 virus survives a significant amount of time on surfaces and the college has a duty of care to prevent the spread of the virus as far as is reasonably practicable. In order to effectively manage this, movement around the college will be strictly limited. Cleaning and sanitisation of the designated area students are using will be undertaken at the end of each day.

To ensure the health and wellbeing of all students and staff during supervised study, prior to arrival at the college each person will be required to complete the Australian government-approved [symptom checker](#).

If there is a suspected or confirmed COVID-19 diagnosis in your family, please advise the college immediately via email [principal@sjcmda.vic.edu.au](mailto:principal@sjcmda.vic.edu.au).

### Daily Procedure Guidelines:

- All College rules apply for the duration of attendance.
- Due to Child Safe guidelines and in line with our remote learning guidelines, students are required to wear their full college winter uniform during this period of onsite supervision.
- Entry to the college will be via Reception, Twelfth Street, Enright Campus.
- M9, M10, M11 will be set up for student supervision during the hours of 8.30am to 3.30pm.
- Students will sign in and out each day, and must remain onsite during school hours.
- During the day, internal movement around the campus will be strictly limited to the quadrangle, associated bathrooms, and the grassed area next to the Houseleaders office.
- A staff member will be present to greet students in M11 on arrival and complete the School Entry Declaration.
- Students will then be directed to the hand-washing/sanitisation station.
- There will be a number of sanitizing stations equipped with alcohol-based hand sanitisers and a wet hand-washing station with soap and paper towels.
- Students will need to disinfect their work areas regularly throughout the day; they will be provided with Iso-wipes for the cleaning of their personal study spaces and technology.
- Students and staff will continue to practice the required 1.5m social distancing.
- The college will be operating a normal day timetable for those onsite.
- Students will need to check the student bulletin each day before scheduled classes commence.

Students are asked to only bring what they need for the day, for example:

- Books
- Laptops
- Headphones/Ear buds
- Food and water (the canteen will not be open)
- Personal medications

During this period, students will need to take everything home with them at the end of the day, as access to lockers or other areas of the campus will not be available.

## **NOTIFYING THE COLLEGE**

Families are requested to provide the following information to [Mrs Jacinta Jones](#), PA to the Deputy Principal, Students, no later than COB Tuesday August 4 if their son/daughter requires supervision:

- Student's name, year level and Homeroom.
- The reason why their child is unable to learn remotely.
- The days your son/daughter will be attending.

## **TIMETABLES**

The only exceptions to timetables as they appear on SIMON are that "Academe" (supervised study for senior students) will not require students to complete an online attendance check. Similarly, attendance checks will not be required for morning homeroom. Rather there will be attendance checks by teachers of period 1 classes (as there will be for every class), and this data will be used to keep an attendance record. However, please be aware that students will be required to complete an attendance check for extended pastoral care

on Thursdays. It is important during this time for students to maintain connection with their homeroom and homeroom teacher. The Thursday pastoral care program will help facilitate this connection.

### **TERM 3 AND LEARNING AT HOME**

Staff at St Joseph's College have planned extensively for learning continuity in the event of a school closure. We are well placed to operate a virtual school using existing technologies and resources. Involvement of parents in ensuring a routine to support learning will only serve to enhance the richness of the learning experience of the students. If you have any enquiries about online learning please email: [LearningAndTeaching@sjcmda.vic.edu.au](mailto:LearningAndTeaching@sjcmda.vic.edu.au).

For any IT Issues please follow normal protocols. We ask that you contact [inttec@sjcmda.vic.edu.au](mailto:inttec@sjcmda.vic.edu.au) via email and explain your issues. Generally, software issues can be addressed remotely by the Inttec team. For hardware issues this will often involve a need for Inttec to physically work on the laptop. If this is required, there is a process that must be followed and will be explained to you at the time.

### **MOTIVATION FOR ON-LINE LEARNING**

Research shows that routine and structure are important components for effective use of time when working from home. In a time of disconnection and social distancing, connection to our community college spirit is more important than ever.

To keep students motivated, the first rule of studying from home is never wear pyjamas or casual tracksuits. Here are a few reasons why students should be 'dressed appropriately' in their college uniform:

1. As a school all our Child Safe Policies must be stringently applied to ensure the integrity of the teaching environment.
2. You will be taking part in live, online lessons – where you can be seen and heard by your teachers and classmates.
3. To stop your brain thinking it is bedtime or lounging around time.
4. Being dressed properly really does matter. Focusing on classmates in their pyjamas or what they are wearing is a distraction.
5. Appropriate dress shows respect for the academic environment.
6. Wearing the college uniform sets a respectful tone for your teacher who will also be dressed professionally.
7. Not everyone has designer clothes. As a college, we believe in equal opportunity and justice. That is why we have global fees so no student misses out on trips and excursions, everyone has the same laptop, in short, a consistent uniform with simple affordable accessories.

### **ATTENDANCE**

Attendance for this cycle of Remote Learning will be slightly different from the previous cycle. At the beginning of each class all students will be expected to be in attendance via Zoom. The teacher will take a roll based on who is participating in the Zoom meeting and will record this on SIMON. Similar to what currently happens, an SMS will be sent to parents/guardians where a child has not been marked present for an online class session. 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 after the initial Zoom meet, this might be an email, but for others this might take the form of SIMON Forum, Learning Areas on SIMON, Google Classroom or Zoom.

## THINGS TO CONSIDER

Students should:

- Work in a shared space in their home where possible. Bedrooms should be avoided where possible.
- Dress appropriately - students are expected to be in full winter college uniform, to participate in classes.
- 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. Staff should not initiate one-on-one Google Meet/Zoom sessions with students. 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. 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.

## OUR COMMITMENT

During these times, I am acutely aware of the hardships that have been placed on families in the workforce. Because of changing financial circumstances, some of you may be concerned about your capacity to meet school fee obligations.

It is very important that you know that we are with you and will work with you throughout this pandemic. Please contact our Business Manager, [Mr David Lim](#) via email if the above applies to your circumstances. To simplify the process, an [electronic request form](#) is now available for use. The form is self-explanatory, but if you feel it does not adequately cover your circumstances please do not hesitate to speak with Mr Lim. Please be assured that your dignity and privacy will be respected.

## IN CLOSING

More than ever before, education is a shared responsibility between the family and the college. A high degree of mutual respect, support and communication plays an essential role in the continuity of learning for our students.

On behalf of all our St Joseph's College community, I wish you and your family all the best during these unprecedented times. As with our usual practice, we will update our student and families with news as it comes to hand.

Please feel free to access the [COVID 19 page](#) on the college website.

Ever blessings



**Mrs Marg Blythman**  
Principal