



15 February 2021

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 Victorian 'Circuit Breaker' lock-down. Please be assured that as a college we are very well placed to continue your child's education remotely. Events in 2020 and preparations in 2021 by College Executive, Senior Leadership, Learning Area Facilitators and individual teachers have us in a position to being remote learning ready from Tuesday February 16, 2021.

#### CONTINUATION OF LEARNING

Whilst being mindful of the safety and wellbeing of our staff and students, the continuation of learning is pivotal going forward. As of Tuesday February 16, your child's learning will continue as per their normal timetable but via remote learning rather than face to face.

- Our Remote Online Learning Plan will be enacted.
- Classes will continue (remotely) at per the usual times on our 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 Mrs Tracy Aston, Admissions and Communication Manager the college.
- During the timetabled classes, teachers will be working remotely with students via a number of mediums. These may include ZOOM, SIMON, Google Classroom, email etc.
- Students will need access to their laptop for remote learning and should now have their laptop, charger and bag, so that they have access to all the necessary college resources.
- Access to lockers, classrooms or any area of the college will not be available during a school closure, unless otherwise directed by the college Executive team.
- 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 have developed resources and processes to assist students during remote learning and will be available for online counselling when an appointment is requested.

#### ICT AND FINANCIAL ASSISTANCE

Monday February 15 is a Professional Practice Day for staff to ensure they are ready to commence classes remotely on the morning of Tuesday February 16. 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 how long we will be undertaking "remote learning" however 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 scheduled ZOOM session. Teachers will use ZOOM visuals 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. 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. It is an expectation that each timetabled class will begin with a ZOOM session. After the initial ZOOM login the remainder of the lesson may take a number of formats. For many classes this will be Google Classroom or ZOOM but it may include email, SIMON forum, SIMON Learning Areas, Kahoots etc.

### **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 summer college uniform. The purpose of this is to ensure that classroom learning whilst in the home environment, is consistent with classroom learning at the college. 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. 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@sjcmda.vic.edu.au](mailto:inttec@sjcmda.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. These are challenging times, but please be assured the college will work with you to ensure that learning continues for your child. In the event of any further updates 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