



16. Remote Learning for Students

Dear parents,

This letter outlines our strategic plan for remote learning and how this will be implemented with our students and families.

St. Joseph's is committed to ensuring that learning remains available to our students as part of all students' entitlement to access the Victorian Curriculum. As mentioned in previous communication, teachers have prepared remote learning tasks that predominantly focus on revising and practicing previously learned skills and knowledge. New knowledge and skills will be introduced as well over the coming weeks. Teachers have set clear protocols with their students about how they will assist and support students with their learning.

We politely remind all families that the children are still on school holidays and ask you to refrain from accessing your child's online platform, or completing any work tasks, until the commencement of Term 2, **Wednesday April 15**.

When Term 2 resumes, on **Wednesday April 15**, these protocols include:

- Classroom teachers will check in with students twice a day, via email and/or videos that will be uploaded to Google Classroom between 9-10am and 2-3pm.
- A daily schedule will be delivered by the classroom teacher to support and provide structure for the day. This schedule will include time for academic tasks, free play, snacks, reading and creative activities.
- In the 'morning check-in' video upload, teachers will explain the schedule for the day and all work requirements.
- Students in Prep - 2 will collect weekly work packs from school.
- Students in Years 3-6 will use Google Classroom as their remote learning platform.
- From time to time, teachers will have video lessons prepared specifically for literacy and maths, which can be accessed through Google Classroom.
- In the 'afternoon check-in' video upload, teachers will check in again with students to see whether they have managed the daily tasks on the schedule and ensure wellbeing support as required.
- Teachers will be available to respond to student queries regarding work tasks during the hours of 9.00am to 3.30pm. Please note, teachers will have a half hour break between 11.00 am - 11:30am and an hour lunch break from 1.00 pm - 2:00pm. During these periods, teachers will not be responding to student emails.
- The teacher who normally teaches your child on any given day will be the person who responds to email requests. This will be conveyed prior to the daily schedule.
- We will try to bring as much routine and normality to their lives as we can under these circumstances and trust that the students can uphold the same expectations.
- For our parents and carers, we understand many will be extremely busy, and we intend to not add to this burden. However, we will be asking you to familiarise yourself with your child's schedule and requirements, and to create a learning



environment that will help ensure they can enjoy a healthy mix of learning, physical exercise and recreation.

- In addition, a weekly scheduled conference call for every remote learning student and parent/carer will be arranged to check-in briefly on the progress of the students.

We encourage students to follow the schedules designed for them and adhere to the time allocations for the various subject areas. Specialist teachers will also provide a weekly activity for each class that will be allocated to the afternoon session.

Suggested Daily Time Allocations	
Prep - 2	Years 3 - 6
Tasks that students are strongly encouraged to complete daily	Tasks that students are strongly encouraged to complete daily
Reading Tasks - 45 mins	Reading Tasks - 45 mins
MSL Spelling - 30 mins	Spelling - 30-40 mins
Writing - 30 mins	Writing - 30-40 mins
Mathematics - 45 minutes	Mathematics - 45 minutes
Teachers will upload to Google Classrooms additional videos to support learning.	
Classroom teachers will upload video clips for learning to Google Classroom to support the above tasks.	
Additional Tasks	Additional Tasks
One or two of the following: Specialist/Religion/SEL/Topic - 40 mins	One or two of the following: Specialist/Religion/SEL/ Topic - 45 mins
All students are encouraged to take movement breaks, brain breaks, regular exercise, mindfulness and meditation to provide balance in their days.	
Daily Check-in from classroom teacher between 9-10am and 2-3pm	
A conference call for every remote learning student and parent/carer will be arranged to check-in briefly on the progress of the students, <u>once a week</u> . Classroom teachers will organise this.	

**Specialist Teachers**

Italian	Signora will provide a 30 minute lesson once a week for all students.
Art	Mrs Chris will provide an Art lesson for each class.
Music	A weekly music activity will be provided for each class from Mrs Absalom.
Sport	A 30 minute Sport Lesson will be provided each week from Mrs Howell.

Due to the unique nature of these learning arrangements, we appreciate that there will be days and times when tasks can not be undertaken, due to family commitments, illness, unreliable access or high demand for the internet. If students are unable to access the St Joseph's Google platform at some stage, we ask that the student/s take a break and return to their learning at a later time. Be assured, teachers will be understanding of these issues.

We are mindful of the potential volume of emails and communication that will take place between students and teachers, and also parents to teachers. We request that, where possible, students (not parents) in Years 3-6 communicate with their teacher in regards to the set classroom work.

St. Joseph's Family Remote Learning Plan Expectations**Teachers**

- Plan and assign appropriate tasks, relevant to learning for Term 2, by 9.00 am each morning.
- Check in with students at the beginning (9-10am) and end (2-3pm) of school day.
- Share work with students through Google Classroom.
- Provide feedback on student work using Google Classroom
- Respond to student requests regarding work tasks between 9.30 and 3.30pm.
- Meet online with teaching teams and as a whole staff weekly.
- Conduct a phone conversation with students and their parents once a week.

Parents

- Provide an environment conducive to learning (access to technology, safe and quiet space during the day, time in a shared space at home).
- Assist with the supervision of students and support to complete their assigned school work (where possible).
- Monitor time spent engaging in online and offline learning.

Students

- Use technology responsibly - follow 'Acceptable Use of ICT' agreement signed at the beginning of the year.
- Complete set tasks, show parents your work and listen to feedback given.
- Submit online work to teachers by the due date.
- Participate in Daily Check Ins.
- Participate in phone conversations with classroom teachers in the presence of a parent.



Classroom teachers have revisited the 'Acceptable Use of ICT Policy' with their class and **any breaches on our digital platform will result in suspension of accounts.**

Please appreciate that we are operating in an unprecedented educational landscape (a mix of remote and on-site setting) and the teachers will aim to uphold high standards of education and support for all of our students under these circumstances.

If teachers are unwell they will post a note, not a video, on the Google Classroom page in the morning and another teacher will respond to student queries for the day. All members of staff have families that may require assistance and support over these challenging times so, with this in mind, we request that all members of our community exercise kindness and patience as we transition to this unique learning experience.

For those families whose children are returning to school, we remind you of the following measures, which will continue for the foreseeable future:

- Restricted access to the administration area. Please contact Moira or Kerry via phone or email.
- Parents will no longer be able to enter the school building before or after school. We politely request that parents drop their children off outside/on the playground.
- New designated pick up spots after school. Each class will be assigned an area across the front playground to ensure we are complying with the social distancing measures now in place.
- We are applying measures across the school to ensure the interaction between children is minimized as much as possible.

We want to reassure our families that the wellbeing of our community remains the highest priority. We understand that families will be tested in the period ahead, especially if lockdowns, closures and social/physical distancing measures continue to be exercised. St Joseph's is acutely aware that this will impact us all in many and varied ways. We take heart in knowing the strength of our community lies in the ways in which we work together during these times and encourage you to reach out to friends or family members if you are encountering difficulties during these uncertain times.

Warm regards,
Sarah Nugent

