Remote Learning Guidelines

For Students & Parents

2021

Setting up a Learning Environment

We are committed to continuing teaching and learning for the students at Catholic Regional College Caroline Springs, in a Remote Learning Environment.

Student Expectations

Your responsibilities during remote learning are to:

- Join Teams meeting for Homeroom
- Check SEQTA notifications at the start of each day
- Check and respond to *direqt messages* at the start of each lesson
- Follow your usual timetable when completing work and communicating with your teacher
- Ensure you complete all assigned tasks with integrity and honesty (see *Academic Integrity Policy*)
- Do your best to meet timelines, commitments, and due dates.

Remote Learning Attendance (Check In) Procedures – Student Advice

All students will have their attendance (timely check in) recorded during scheduled homeroom and subject classes every day.

- **Homeroom teachers** will take your attendance when you join the Teams Meeting

- **Subject teachers** will direqt message their class with:
  "Hello. Reply to this message with "PRESENT", within the first 10 minutes of the lesson'

  You need to reply with *"PRESENT"* as soon as possible within the first 5 minutes

- Students will have a maximum of 10 minutes to respond as PRESENT, before they will be marked as absent. This process is a record of your ability to check in by the required time.

- Teachers will follow up any absences (i.e. late or no check in) from remote learning classes and notify your parents.

- Parents are required to check SEQTA Engage daily to monitor their child's check in habits. Parents are encouraged to discuss absences with their child (see Parent Advice, at the end of this document).

In the event you are unwell, parents are required to call the College as per usual and notify Reception that their child is unwell. This will be recorded on SEQTA.

It is important to find a quiet and comfortable learning space. You may have a regular place for doing homework under normal circumstances, but this space may not be suitable for an extended period of time. Where possible remote learning should take place in a space your family shares. For example, a lounge room or dining room.

- Ensure the workspace has plenty of light, a comfortable chair and room for your device
- Set up your workstation in a public space – not a bedroom

Remote Learning General Procedures

Setting up a Learning Environment
Teachers will support students by:

- providing learning activities, textbook activities and assessment tasks which would usually be completed at school
- making available (through SEQTA) any text-based and web-based materials, required for work and assessments
- adapting tasks and assessments/assessment timelines
- regularly checking SEQTA during the period of closure, being available during their regular timetabled classes to respond to any queries

N.B. Year 10 students undertaking, VCE and VET classes at CRC Sydenham – should refer to *CRC Sydenham College Protocols in response to a contagion outbreak such as coronavirus.*

Communicating with Students During Remote Learning
Continuing open communication during remote learning allows students to clarify instructions, ask questions and receive feedback. Communication with students could be through:

- SEQTA *Forums* (class level or year level)
- use of Edpuzzle tutorials
- SEQTA *direqt message*
- MS Teams

Please note

Students should adhere to their school timetable during this time.

Email and SEQTA direqt message communication between students and teachers will only occur during the regular school hours of 8:30am and 3:45pm.

Student Health and Wellbeing

Students are encouraged to adopt positive wellbeing strategies while studying at home.

This could include:
- Maintain a regular sleep routine
- Set alarms as if you were getting up for school
- Develop a routine as if you were attending school in person
- Take regular breaks – be sure to stretch and move
- Eat healthy meals and take snack breaks
- Plan some downtime each day

Continuous Learning Principles for Learners

CONTINUOUS LEARNING PRINCIPLES FOR LEARNERS*

ADD VALUE	SENSE MAKING	OWNERSHIP	SELF-REGULATION
Sometimes words, phrases, in-jokes and even memes can be taken out of context when delivered online. When engaging with learning together always take the opportunity to add value to the collaboration with each other, in new and respectful ways. Always be inclusive of all learners and use the online forums to invite input of others, being conscious to include those who might not be online at the same time.	Check in regularly with teachers to make sense of our learning and progression. Don't be afraid to ask questions and reach out for assistance when clarity is needed. Use home resources in creative and sustainable ways to enhance our learning encounter. Always think before we post and allow time for our classmates and teacher to respond.	Our home is an extension of our continuous learning space and recognise that our home space and perhaps even our attire need to reflect our positive learning attitude. Always respect the time that we are scheduled to learn together by managing our time to be online, in order to reflect our ownership of our individual and collective growth and achievement. We uphold the values of our school community by understanding all appropriate ICT use and interactions.	Develop ways to self-regulate and balance our time between online and offline, being conscious of our wellbeing needs and encourage others to do so as well. Stay hydrated and fuelled, and always look for opportunities to include mindfulness, physical activities, movement and brain breaks regularly throughout our day. Remain connected with teachers, pastoral leaders, learning mentors and support staff to maintain our overall mental and physical wellness.

*Adapted from Camberwell Girls Grammar School and Marcellin College, two independent schools located in Melbourne, Victoria.

Wellbeing Leadership Team Support

The Wellbeing Leadership Team will be available during the usual hours of 8:30am to 3:45pm via direqt message and Outlook email. Please be mindful that a response will not always be immediate. Year Level Leaders may make individual appointment times with students, which will be communicated via their SEQTA timetable. This will be in the form of communication via *direqt message* and is an opportunity to check in on general wellbeing and academic progress. The Counselling Team will also be doing similarly.

If the matter is urgent, we request that you seek immediate assistance from one of the following organisations:

- Police, Fire Brigade and Ambulance - 000
- You can also seek advice from your local Proactive Policing Unit Caroline Springs 9361 4700
- Nurse on Call – 1300 60 60 24
- Child and Adolescent Mental Health Service - 1800 445 511
- Kids Help Line - 1800 55 1800 www.kidshelpline.com.au

How can Parents support their children?

- Check SEQTA Engage at the end of every school day to ensure your child has met the check-in requirements for each lesson
- As far as possible, assist students in maintaining the usual school routine
- Discuss online safety with your children
- Headphones can be used if several siblings are studying together
- Monitor communications via email and *direqt message*
- Encourage regular breaks from computer screen time
- Encourage physical activity, mindfulness and relaxation
- Monitor how much time your children are spending online, outside of class time

CONTINUOUS LEARNING PRINCIPLES FOR PARENTS

PROMOTE WELLNESS ABOVE ALL	ESTABLISH WORKABLE ROUTINES	BUILD CONSTRUCTIVE RELATIONSHIPS	MODEL DIGITAL CITIZENSHIP
Support your child in developing ways to self-regulate and balance time between online and offline, being conscious of their individual wellbeing needs.

Encourage good hydration habits, and always look for opportunities to include mindfulness, physical activities and brain breaks regularly throughout their day.

Encourage your child to remain connected with teachers, pastoral leaders, learning mentors and support staff etc to maintain their overall mental and physical wellness. | From the first day, you will need to establish routines and expectations. Begin and end each day by checking in with your child on their learning from day one.

Your child would benefit from a designated workspace, that is tidy and with limited distractions. Try to create a quiet and comfortable learning space, that has a strong wireless internet signal.

Encourage your child to self-manage learning timelines and due dates. Regularly check in with your child to help manage stress and social media use. | Talk to your whole family about what is happening. Understanding the situation will reduce your child's anxiety. Consider setting up some simple, fun activities the entire family can be involved in.

Encourage your child to complete all tasks with integrity and academic honesty, doing their best work. And they should use home resources in creative and sustainable ways to enhance their learning encounter.

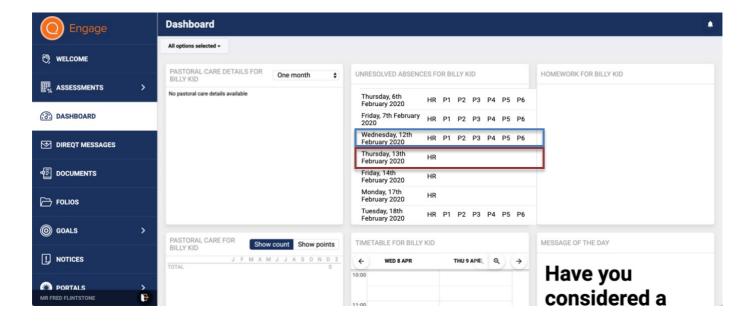Don't be afraid to communicate with teachers if you have any questions and reach out for assistance when clarity is needed. | Sometimes words, phrases, in-jokes and even memes can be taken out of context when delivered online.

When your child is engaging with continuous learning online encourage them to always take the opportunity to add value to the collaboration with each other, in new and respectful ways.

Encourage your child to always be inclusive of all learners and use the online forums to invite input of others, respecting responsible and safe ICT use and being conscious to include those who might not be online at the same time. |

Remote Learning Attendance (Check In) Procedures – Parent Advice

1. Login to SEQTA Engage
2. Click into "Dashboard"
3. View "Unresolved Absences" to determine how many "check-in" were not recorded for your child/children
4. Only the missed (or late) check in will show on this screen. If nothing appears, your child has checked into all classes at all required times.

In the example above, on Wednesday 12 February this child did not check in to any of their scheduled classes.

However, on Thursday 13 February this child did not check in to Homeroom, but did check in to every other class.

Upon return to school

Information regarding a return to school will be communicated via the Principal. Upon return to school teachers will:

- check for completion of all required work including assessment tasks
- plan and coordinate necessary adjustments to the curriculum or assessments

IT Support

IT support will be available to staff and students in the event of hardware fault or software error. If you require support, please email helpdesk@crccs.vic.edu.au. If you are unable to access your MacBook please visit the college website fordetails on how to raise an ICT support request.