



St Leo's Catholic College

Remote Teaching & Learning Guidelines

The wellbeing of our students, parents and staff are our priority. In the event of a temporary physical closure of the College, our Remote Teaching Plan will be enacted. Students and teachers will continue to engage in teaching and learning utilising remote and online learning, via Google Classroom which all students are already familiar with using. Our St Leo's Remote Learning Framework will utilise resources and learning management systems that are already in place.

Google Classroom will be the platform to deliver online lessons.

Staff Responsibilities

- Teaching will be done from home following the school timetable as a guide. Staff are expected to provide the same amount of work they would set for a normal school day.
- Staff are to ensure that there is a PDF version of the current textbook or instructions for online textbook access on the delivery platform (*use caution with copyright guidelines*).
- All lesson plans for the day need to be uploaded by 8:45am that morning with regular monitoring throughout the day.
- If students fail to complete tasks, the class teacher will email the parents and include the Leader of Year and Leader of Learning on this communication. This can be done through Compass Chronicle for School staff.
- Staff are required to invite their Leader of Learning to Google Classroom they are delivering their lesson plans on.
- Teachers teaching the same subject should continue being collaborative in their approach and add staff to their particular Google Classroom.
- Teachers need to be familiar with their faculty online programs for example; Education Perfect, Maths Online; Individual Learning in Mathematics (iLiM - Intake 2020 & Yr 8); Atomi
- Should staff be unwell, they need to follow usual protocols and contact the Director of Administration in the usual way and the usual timelines. The Leader of Learning will be informed and will coordinate the staff member's classwork.

Student Expectations

- Students should log into Compass (for the Daily Notices) prior to Google Classroom, to check any school wide announcements; teacher absentees etc.
- Students will work at home, using the lessons and timing of their school timetable as a guide.
- All set work is expected to be completed and will be checked regularly by the class teacher. If students fail to complete tasks, parents will be notified, and a consequence will be enforced.



- Should a student be unable to complete their assigned online work due to sickness or approved leave, the same procedures apply:
 - *SkoolBag App* Absentee Form or the newly introduced *Compass* platform.
 - Leave up to four days: The Director of Students (ashley.johansen@dbb.catholic.edu.au)
 - Leave of five or more days: The Principal (stleos@dbb.catholic.edu.au)
- Students are required to complete all assigned classwork, assignments, assessments and learning experiences. Teachers will be resuming face-to-face teaching from the last lesson completed remotely. Students are advised to complete their work with diligence and sustained effort.

Student Responsibilities During Remote Learning

These responsibilities should be adjusted according to the age of your child.

- Establishing and/or following a daily routine for learning
- Identifying a safe, comfortable, quiet space in their home where they can work effectively and successfully
- Regularly monitoring digital platforms and communication (G Suite for Education, Google Classroom and school GMail) to check for announcements and feedback from teachers
- Completing tasks with integrity and academic honesty, doing your best work
- Doing their best to meet timelines, commitments, and due dates
- Communicating proactively with their teachers if they cannot meet deadlines or require additional support
- Collaborating and supporting their classmates in their learning
- Complying with College policy of Student Acceptable Use of Technology Agreement
- Seeking out and communicating with College staff as the need may arise

Parameters of Online Communication with the Students

- Staff will only communicate with students via our school learning platforms outlined above and via their DBB (Diocese of Broken Bay) email. *Non-school platforms are not to be used for communicating with students.*
- Staff and students may create video or audio files to upload to their Google Classroom or DBB email to enhance their learning and to gain feedback. *Live video/audio streaming of lessons will not occur.*
- Students have been reminded that all school policies and expectations in relation to online interactions are enforced during school closure. **This includes the Acceptable Use of ICT (see College Diary).**

Parent Responsibilities During Remote Learning

All parents/should have received an invitation to join Google Classroom via the email address that they provided the College. Further information about Guardian Summaries is available from <https://support.google.com/edu/classroom/answer/6388136>



- Provide support for your children by:
- Establishing routines and reinforcing College expectations for learning during this time
- Providing/defining a space for your child to work in that is conducive to learning
- Monitoring communications from teachers
- To begin and ending each day of remote learning with a brief check-in with you
- Reassuring them to make contact with their class teacher for any assistance they may require
- Encouraging physical activity and/or exercise
- Monitoring how much time your child is spending online

Stage 6 (Years 11 & 12) and NESAs

We have been and will continue to monitor advice from NESAs to inform any decisions made about learning and assessment. The College complies with and follows all NESAs requirements and directives. We are using the guidelines to inform our decision making about learning and assessment. [Keep up to date with the latest here from NESAs](#).

Year 12 Major Works

Students in Year 12 who are currently working on a Major Work for the HSC courses will be expected to complete as much of their work at home as possible. They have already been advised to take as many resources home with them as practicable. Students will be asked to document this via video and/or photographic evidence which they will be asked to share with their subject teachers.

Academic Reporting

Interim Reports for Year 7-11 will be available via Compass by 1 April 2020. Reports for Year 12 are scheduled to be available via Compass in early May. Parents/caregivers will be able to access Assessment Task Results/Marks via Compass. Academic reporting timelines may need to be adjusted depending on the duration of the school closure. The Director of Learning and Teaching will inform parents of any changes to the reporting schedules.

What a Student Can Expect for Each Lesson Plan

Students should log on to their Google Classroom for each of their classes, each day, and as close to the required lesson time as possible.

The classroom teacher will post:

- the learning experiences or work planned for students for each lesson
- clearly outlined learning intentions
- success criteria that will help students to achieve the learning intentions for that lesson or a sequence of lessons
- a list of required resources for the lesson/s
- advice for how students can seek assistance or further explanation. This will usually be via Google Classroom (Gmail or as a direct message to teachers via Google Classroom), and
- how students will receive quality and timely feedback on their learning.



Lesson Plan Example

Due Mar 14, 3:30 PM

Classwork for 13/3/2020

20 points

Kaitlyn Downey 10:54 AM (Edited 11:01 AM)

Learning Intention
- to evaluate the effectiveness a road safety campaign

Success Criteria
I can:
- identify current road safety features and areas for improvement in my local area
- create and explain a road safety feature that would improve safety in my local area
- evaluate the effectiveness of a current road safety campaign

Task
On the google doc provided, complete the following tasks:
1. Create a table that identifies features of the local community that keep us safe on the roads e.g traffic lights, speed cameras
2. Identify an a specific need that could improve safety in your local area. Explain the safety feature you would like to implement and how it would improve safety levels. (TIP: diagrams, pictures and maps are advised)
3. Watch the video (attached) and answers the questions from your textbook on pg 208-209 (digital copy attached) on the google doc provided

How to get help
If you need to support throughout the lesson, please comment on the post and I will get back to you as soon as possible. Look through previous comments before you post as your question may have already been answered.

Submitting your work
This work is due by 3:30pm tomorrow afternoon (14/3/2020). Please contact me if there are any issues with this.

Feedback
Feedback will be provided on this task though google classroom.

Your work Assigned

Kaitlyn Downey - ...
Google Docs

+ Add or create

Originality reports Run

Text from submissions will be compared to existing text on the web

Turn in

Private comments

Add private comment...

Embrace Life - always wear ...
YouTube video 1 minute

Year 7 PDHPE Textbook.pdf
PDF

Assessments

- For **Year 7-10 students** , we will modify assessment tasks and due dates so that students are not disadvantaged.
- Students in **Years 7-10** currently use Education Perfect as a learning resource in Science, English and Languages. While we are learning remotely, Education Perfect has provided our students with complimentary access to Geography, Health and PE, History and Mathematics until *1 May 2020*.
<https://epforlearning.com/> or www.educationperfect.com
- For **Year 11 and 12** students we will:
 - follow advice from NESAs to reschedule assessments and examinations.
 - work with a 'flipped lesson' model via teacher slides and our HSC online platforms of Google Classroom and other available platforms.
- Students in **Years 11-12** currently use Education Perfect as a learning resource in Science, English and Languages. While we are learning remotely, Education Perfect has also provided our students with free access to Geography, Health and PE, History and Mathematics until *1 May 2020*.
<https://epforlearning.com/> or www.educationperfect.com
 - assist students to map out a home study plan.
 - continue to follow updates and advice from NESAs.

Learning Support

Students who would ordinarily be assisted by our Learning Support Team will be assigned work to



continue on with during these lessons.

Any queries should be directed to the following:

Year 7 - Ms Cole (kerstin.cole@dbb.catholic.edu.au)

Year 8 - Ms Needs (lisa.needs@dbb.catholic.edu.au)

Year 9 - Ms Butler / Ms Price (ailish.butler@dbb.catholic.edu.au) (sarah.price@dbb.catholic.edu.au)

Year 10 - Ms Axton (tracie.axton@dbb.catholic.edu.au)

Year 11 - Ms Bowman (tamara.bowman@dbb.catholic.edu.au)

Year 12 - Ms Needs (lisa.needs@dbb.catholic.edu.au)

Year 12 HSC Disability Provisions - Ms Needs (lisa.needs@dbb.catholic.edu.au)

Reference / Sourcing Information Support

Students will have access to our *Aquinas Resource Centre Leader* - Ms Michaela Hashim to assist students in sourcing information, accessing databases etc for their classwork/assessments.

Students can access ebooks, audiobooks, databases and curated digital resources for topics in various subjects by logging onto Destiny (destiny.dbb.org.au). Email Ms Hashim if you have forgotten your login details.

Please email Ms Hashim for assistance - michaela.hashim@dbb.catholic.edu.au

Pathways/ Careers Support

Our Pathways/ Careers Leader - Ms Melanie Timmerman (mel.timmerman@dbb.catholic.edu.au) will be available for any career related questions. Some students may want to do a Career Opportunity Assessment. This is where students have the opportunity to investigate which industries or jobs may suit them. Feedback will be given back to the student via Ms Timmerman and subsequent dialogue online can then take place.

There is also an opportunity for students (Years 7-12) to enrol in an online Entrepreneur workshop run by the Academy of Entrepreneurs. Contact Ms Timmerman for further details.

MsTimmerman will also be available to *check CVs and Resumes* for students.

ICT Support

The College will continue to provide technical support to enable continuity in learning. This includes issues with connecting to Google Classroom, G Suite for Education, school provided Gmail accounts, ClickView and iPad/MacBook issues.

If students are having **connectivity issues** they will be asked to notify the school via the Diocesan Helpdesk:

Email: ictservicedesk@dbb.catholic.edu.au

In the email, please include the following details: Student Name, Year Group, type of device, issue or details of what you require assistance please use STUDENT EMAIL ADDRESS FOR tickets etc

Wellbeing

Our College Counsellor, Mrs Anne-Marie Newham, will be available to consult with any student whether they are learning remotely or at the College. Please contact Mrs Newham via email (anne-marie.newham@dbb.catholic.edu.au) to make an appointment. Students with existing/scheduled appointments will be able to access support remotely via Google Meet or telephone.



Students may access free wellbeing support and information from organisations such as:

- Kids Helpline: 24hr, 7 days a week service either via phone (1800 55 1800), online chat or email via their website
- Beyond Blue: 24hr phone line (1300 22 4636) or online chat (3pm-12am)
- Headspace: online chat 9am-1am
- ReachOut.com: Online support material.

----End of Guidelines----