



Parent Remote Learning Guidelines Booklet

14.04.2020



BACKGROUND

On 13 March, the Prime Minister announced a number of measures that all Premiers agreed to, on the basis of the advice from Australia's Chief Medical Officer and Chief Health Officers of the states and territories. Closures will be made on the recommendation Victoria's Chief Health Officer. Once this occurs, Department of Health and Human Services (DHHS) will inform the Department of Education and Training.

On April 7 2020, the Victorian Premier announced that **ALL** students that **could** work from home should work from home for the entire Term 2 of the school year. All staff that could work from home should work from home. Where this is not possible, parents will be required to present their situation via application to the Principal for consideration. Staff can volunteer to supervise students that need to complete their remote learning at school. Social isolation will be upheld.

Schools are to support students who are unable to attend school by providing educational materials that can be completed at home- Remote learning for Term 2 2020.

There are a number of ways in which a school can make alternative arrangements to assist students with their learning and enable them to demonstrate learning outcomes and be engaged in learning activities. These can include:

- the use of an existing online learning management system to share learning and teaching materials. MPWPS is using Google Classroom and Webex for conference calling.
- provision of materials to students via email, USB or hard copy
- the use of a work books to guide the individual learning program
- allowing students extra time to complete work.

These Guidelines consist of two sections; **Student Learning Expectations** and **Teacher Work Expectations**.

This document is dynamic and can be changed and added to as new advice from DET and the VCAA becomes available.

Moonee Ponds West PS recognises that this new environment will require a different way of thinking and doing when providing learning for students. The learning set for students will include both academic and social tasks. There will be tasks that require online support and others that require independent learning.

MPWPS advocated for online learning to be between 45-60min per day.

Moonee Ponds West Primary School plans to start small to make remote learning manageable for students, parents and staff.



STUDENT LEARNING EXPECTATIONS

All students from Foundation to Year 6 will be provided with learning tasks related to Reading, Writing and Number. Students will also be provided with project-based learning in the areas of Creative Arts, Japanese and Physical Education. Additional tasks that may be provided could include:

- Spelling activities
- Handwriting
- Year Book activities
- Inquiry activities

It is expected that teaching teams will provide to students, through Google Classroom, a timetable for learning. Below is like a timetable that your child will get to know.

An **example** of this could be:

MONDAY	Reading: Independent reading - 15-30 mins Reading response – (comprehension focus)	Writing: Complete a Writer's Notebook Entry	Maths: Complete Place Value section of Mathletics	Inquiry: View: Response activity
TUESDAY	Reading: Sunshine Online Epic	Writing: Personal Writing	Maths: Complete addition section of Mathletics	Creative Arts
WEDNESDAY	Reading: Sunshine Online Epic	Writing: Personal Writing	Maths: Complete addition section of Mathletics	Health
THURSDAY	Reading: Independent reading - 15-30 mins Reading response	Writing: Writer's Notebook Handwriting Spelling	Maths: Complete automatic recall section of Mathletics	Japanese
FRIDAY	Reading: Independent reading - 15-30 mins Reading response	Writing: Writer's Notebook Handwriting Spelling	Maths: Khan Academy Study ladder activities Mathletics live games	Inquiry Year Book

Students will be able to access learning tasks via Google Classroom (uploaded worksheets, links to Clickview etc), Mathletics, Sunshine Online, Epic and photocopied workbooks. Once the student learning timetable and learning focuses have been developed, Year Level Teams will need to collaborate to ensure all relevant student log-ins, links, worksheets and work books are available to all students. Additional online lessons (SchoolEd provided) will be sourced by the teacher and communicated to the students. School Ed has been developed by our **English Consultant Paul Ledwidge** and continues the instruction already part of our school's learning and ongoing English direction. Teachers will use this and a variety of other resources to assist with the learning for students.



If students do not have access to digital devices or the internet at home, the school has digital devices with internet capability available to loan to students to enable online instruction. The school can also distribute materials to students in print format or on USBs, where students do not have access to the internet.

TEACHER WORK EXPECTATIONS

Occupational Health and Safety- Working Remotely

Please see the **email** (provided by our OHS Consultant) to ensure your working from home requirements are meeting DET-OHS requirements. Please complete the checklist and return to **Sandra Monaghan OHS Officer by close of business Tuesday April 14th 2020.**

In the event of school closures and consequent self-isolation, teachers are expected to continue to plan, monitor student learning, complete professional learning, collaborate and communicate with colleagues.

Where teachers volunteer to be on site, they will be required to supervise the students to complete their Remote Learning tasks.

This work will include:

- Planning for student learning using Google Classroom.
- Monitoring and providing feedback to groups of students daily (similar to Teaching Groups).
- Completing online training such as OH&S Modules; Child Safe Module; Diabetes; Webinars on Edugate, completing the lessons of MPWPS Induction Booklet.
- **WEBEX** training (standard every day at 10.00am and Advanced every day at 2pm via Webex)
- Google Classroom training (support videos from link on Google drive)
- Participating in group conference videoing/calls with Teams and Whole Staff.
- PDP goal writing (including strategies and evidence).

The daily expectations of teaching staff include:

- Whole-Staff video conferencing will be at a negotiated time (ie. 9.30 am). Regular PLT meetings with Sub-school Leaders and a whole-staff meeting on Tuesday and Thursday at a time decided by the Principal in consultation with staff.
- Wellbeing contact person for remote learning is the Assistant Principal (Barb McKenzie) who can be contacted for any personal or collective issue. Staff are also reminded of the Employee Assistance Program option: 1300 361 008
- Ongoing planning and resource development for student learning including updating online plans and resources.
- Monitoring of, and feedback to, nominated groups of students in regards to their learning.
- Professional learning (completion of one of professional reading, webinars, modules, PDP Plans).

Part-time staff are to fulfill the above expectations in accordance to their normal teaching days.

Classroom Educational Staff are to fulfill online training, allocated video conferencing meetings and PDP goal writing in accordance with the above expectations.



Teachers are expected to familiarise themselves, and build capacity and knowledge in relation to the use of Google Classroom to upload learning timetables, relevant work sheets, writing prompts, links etc. as well as create student groups for specific allocation of tasks (eg. Literature Book responses) and to provide feedback to students.

Time and support to build capacity will be provided via whole-staff meetings and PLT meetings.

Staff Absence –Unable to work from home

In the event of staff being unable to work from home, the usual process will continue to be in place. Teaching staff will be required to contact the Daily Organiser (Assistant Principal) and Education Support staff will be required to contact the Business Manager for an absence. Staff are required to then add leave to EDUPAY within 7 days.

A notification will be sent to students and parents via Compass indicating teacher's unavailability for the day.

For teachers a Daily Bulletin will continue to be posted on COMPASS in the morning, staff to check this each day.

COMMUNICATIONS PROTOCOLS – REMOTE LEARNING.

Purpose

The Parent/Carer Communications Protocols provide the structures and processes in which parents/carers can communicate with staff at Moonee Ponds West Primary School. This document is an addendum to the *Communication Policy* and *Communications Protocols – Parents/Carers*, and should to be read in conjunction with that Policy.

Implementation

COMPASS is to be recognised as the main communication tool for all stakeholders of the school. Google Classroom is recognised as the main communication tool for student remote learning. If a parent/carers wishes to raise a concern or query regarding their child, they should contact the classroom teacher via Compass in the first instance. If the concern or query is not resolved, parents/carers should contact the Foundation-Two (Barbara Mc Kenzie) or Year 3-6 (Jarrod Sutton) Sub-school Leaders. The Assistant Principal or Principal can be contacted in relation to a matter if all efforts to resolve the matter via the classroom teacher or Sub-school Leader have been unsatisfactory.

Communications by phone

Where a parent/carers needs to speak to the Principal or Assistant Principal by phone, they are to make this request via Compass.



The relevant staff member will acknowledge receipt of the request to call via COMPASS email and a response will occur within 48 hours (two school days) of receipt.
All interactions are to be professional and reflect the relevant AITSL Standards and the Department of Education Values. (Refer to Statement of Expectations).

Communication via email

Staff will contact parents/carers to report on academic, safety or health areas either at the request of parents or at teacher discretion. This maybe at least weekly to gauge parental coping
Staff will email parents/carers via COMPASS.

Parents/carers will email staff via COMPASS.

Staff will respond to parent/carer's email during school business hours (8.50am-3.30pm).

The relevant staff member will acknowledge receipt of the email via COMPASS and a response will occur within 48 hours (two school days) of receipt.

All interactions are to be professional and reflect the relevant AITSL Standards and the Department of Education Values. (Refer to Statement of Expectations)

Communication via Google Classroom.

Staff will contact students in relation to remote learning tasks via Google Classroom. This will include, but is not limited to:

- Setting learning tasks.
- Providing feedback to students.
- Answering student questions regarding their learning.

Students can contact teachers in relation to remote learning tasks via Google Classroom. This will include, but is not limited to:

- Asking questions related to remote learning tasks.
- Responding to feedback related to learning tasks.
- Uploading work.

Please note that all students and staff who are part of a Google Classroom Team can view all posts made. Google Classroom **should not be used for socialising** including chats and messages unrelated to the remote learning. The chat facility for students is disabled.

All interactions are to be professional and reflect the relevant AITSL Standards and the Department of Education Values. (Refer to Statement of Expectations)

Updated- Communication

- Students can contact teachers in relation to remote learning tasks via Google Classroom.
- Communication needs to be in relation to the learning tasks and learning occurring at home as directed by teachers.
- The preferred way of communicating is to email your teacher directly, so they can respond to you.
- Please address your questions to the appropriate teacher(s) about a task by emailing them directly. You can go to the "PEOPLE" section and click next to the teacher and choose 'email teacher'.
- Communication is expected to occur during normal school hours between 9am and 5pm on weekdays only. Enjoy your weekends!
- Allow time for your teachers to reply to you.
- Comments on the stream will now be turned off to avoid unnecessary posts.
- Video conference will be occurring from Week 3.



Communication via virtual learning opportunities.

Teachers will communicate/teach whole class or groups of students via a video link as determined by the curriculum plan and the school. These virtual meetings will be held at the discretion of the classroom teacher but would be planned for at least twice per week.

Teachers will communicate who, how and when students should access the virtual learning via Google Classroom. Please look for these notifications.

Videoed lessons prepared by the teacher should be included in the swath of learning opportunities.

All interactions are to be professional and reflect the relevant AITSL Standards and the Department of Education Values. (Refer to Statement of Expectations)

Video Conferencing

In the event of long term closures, we will move to a more formal and specific structure to include video conferencing with students. This will be completed through Webex (the Department's preferred tool).

- Staff briefing in PLTs 10:00am everyday.
- Staff and PLT Meetings to discuss planning and learning opportunities each Tuesday and Thursday. Time to be negotiated with team members for PLTs.
- Class check-in (Circle time) every week with all students in the class.
 - Purpose is to see how students are going, wellbeing and learning, chance to talk with each other and have discussions.
 - This can be done over the week in small groups for manageability, it is suggested to spread these out over the week as per the example below.
- Starting week 3, small group video conferencing focussed on teaching and learning.
 - Eg. Lit Group, small writing or numeracy groups. Time for teachers to model and provide feedback, students to share work and ask questions.
 - Students must be contacted at least twice a week for a small group conference in two learning areas.



Student Expectations

- Adhere to the ICT Acceptable Use policy regarding use of technology and cyber safety
- Complete assigned work to the best of their ability and in reasonable amount of time allocated
- Join in to and participate in scheduled video conferencing sessions on Webex and follow all teacher instructions and expectations
- Listen respectfully to teachers and other students
- Respectfully communicate to teachers and other students as required: face to face, through comments and emails
- Students will not record any video conferencing sessions

Parent/Carer Expectations

- Support students to access and complete assigned learning tasks each day
- Continue to mark student absences on Compass by 9 .30am each morning in order to notify teachers that students are unable to work remotely on that day
- Ensure students are able to attend scheduled video conferencing sessions
- Allow students to participate independently in weekly check-ins
- Not record any video conferencing sessions
- Not share or comment about video conferencing sessions on social media

Teacher Expectations

- Mark the roll each morning.
- Parents will have marked student absences on Compass prior to 9am notifying teachers that students will not be able to participate in learning that day.
- All other students will be marked as present and teachers need to save the roll by 9:30am
 - THIS MAY CHANGE WITH DIRECTION FROM DET
- Distribute weekly timetable and schedules to students and parents in advance to allow for preparation
- Conduct scheduled class check-in video conferences with all students each week, this can be done in smaller groups over the week on a Monday, Wednesday and Friday. Consideration should be given for siblings and support availability of access at home.
- Conduct small group learning video conferences with all students at least twice a week in two learning areas
- Pre-record videos modelling specific teaching and learning as needed (being mindful of resources used to avoid breach of copyright)