



COVID-19 Parent Remote Learning Guidelines Booklet

Remote Learning 6.0

August 2021.



Information to Families for sessional Remote Learning Term 2 2021.

Most students in Victorian schools in areas under Stage 3 'Stay at Home' restrictions will return to flexible and remote learning for a period that commenced on this term. The purpose of course is to limit the number of people moving across our state to help slow the spread of coronavirus.

From early in term 3, 2021, the direction to schools is that **ALL** students in F-Year 6, that **could** work from home should work from home for the days as per the direction. All staff that could work from home should work from home. Where this is not possible, parents will be required to complete the Onsite Remote Learning form provided by the General Office.

Onsite supervision of student for Remote Learning will be limited to children of essential workers, vulnerable student. **Please see the form requesting Onsite Remote Learning. There are limited places because we too must limit the amount of adults onsite.**

As we did last time, the school, will support students who are unable to attend school by providing educational materials that will be completed during Remote and Flexible learning for the duration. There are a number of ways in which the school can assist with learning.

These can include:

- The use of an existing online learning management system (Google Classroom and COMPASS) to share learning and teaching materials. As mentioned MPWPS is using individual Google Classrooms for each class this time and continuing with WebEx as the virtual contact space.
- requested provision of materials to students via email, or hard copy
- the use of a workbooks to guide the individual learning program, collection of tubs and devices for students
- Allowing students extra time to complete work.

Moonee Ponds West PS for this current opportunity for Remote and Flexible Learning has used feedback from students, staff, and parents to adjust the delivery. The learning tasks for students will include both academic and social tasks. There will be tasks that require online support and others that require independent learning. Some tasks will be required to be uploaded to the teachers and others will be developed over a period.

The **Department of Education** has outlined as a guide, the following learning schedule for Remote and Flexible learning for this current period of learning remotely.

For students **Prep- Grade 2** schools will provide learning programs that include the following per day:

- Literacy** (reading and writing) instruction and tasks that take a total of about 45-60 minutes
- Numeracy** instruction and tasks of about 30-45 min
- Additional learning areas, play based learning and physical activity of about 30-45 minutes.

For students in **Grades 3-6** school will provide learning programs allocated as follows per day:

- Literacy:** 45-60 min
- Numeracy:** 30-45 min
- **Physical Activity:** 30 Min
- Additional Curriculum** areas: 90 min

Moonee Ponds West Primary School community has the experience of past Remote Learning opportunities, and so are more familiar with the environment, and expectations to embark on this current experience with confidence.

moonee ponds west primary

WE THINK, CREATE AND LEARN TOGETHER



150 Athol Street, Moonee Ponds, VIC 3039
Ph: 9370 6875
moonee.ponds.west.ps@edumail.vic.gov.au
www.mooneewestps.vic.edu.au

The staff have a commitment to **Google Classroom as the continuing platform for communication teacher to student**, and **COMPASS Class News for communication of staff to parents**. Please ensure you are regularly opening your COMPASS parental portal. The General Office can assist with any password issues. **COMPASS is the important communication tool for our school.**

Your child's class will have their own class section for ease of access. There **will be invited to join their Room page**, so less traffic, sorting, and much easier access for students to manage. **Most of the classes have already provided access during previous Remote Learning sessions.**

We will still need your continued support for the younger children in F-Grade 2 as some aspects on the Remote Learning may require some adult assistance. **We are focusing on limiting parental participation but with the little ones this is sometimes required.**

There are a number of hardcopy support tools your child may have a Mathletics Booklet to support the online environment and/or a handwriting instructional manual to correct some of those poor formations and joins! **If you require some books from school please speak to the class teacher and we can have the items at the General Office for your collection at a nominated time.**

Timetables:

As in the past, the weekly learning timetable will be published on your child's Google Classroom page. Children will have a daily check-in each morning between 9-9.30am and then small group teaching sessions will follow. Your child will have a small group literacy and numeracy session across this week of Remote learning 6.0. **There will also be a Check-in and Check-out each day.**

The Specialist teachers will **provide some specific tasks with some directional videos for students to work on throughout the week. Specialists will be assisting more with onsite supervision so students are encouraged to contact specialists if they require assistance with these tasks.** There are also some general revision type activities to re-learn what has been taught in the Specialist sessions this term

Below are some examples of what the typical day online might look like for your child. There are examples for the 2 small group format and the 3 small group format.

F-2 Example Online- (2 small group sessions)

	Monday	Tuesday	Wednesday	Thursday	Friday
9:30am-10:00am	Morning Check in	Morning Check in	Morning Check in	Morning Check in	Morning Check in
10:00am-10:15am	Whole Class-Number	Whole Class-Number	Whole Class-Writing	Whole Class-Writing	Whole Class-Writing
10:30am-11:00am	Small Group 1-Reading Jarrod, Kerri, Sandra, Brian	Small Group 1-Reading Anna, Karen, Alyena, Kim	Small Group 1-Reading Julie, Donna, Jill, Maria, Abby	Small Group 1-Reading Etc.	Small Group 1-Reading Etc.
11:30am-12:00pm	Small Group 2-Writing	Small Group 2-Writing	Small Group 2-Numeracy	Small Group 2-Numeracy	Small Group 2-Numeracy

moonee ponds west primary

WE THINK, CREATE AND LEARN TOGETHER



150 Athol Street, Moonee Ponds, VIC 3039
Ph: 9370 6875
 moonee.ponds.west.ps@edumail.vic.gov.au
 www.mooneewestps.vic.edu.au

	Anna, Karen, Alyena, Kim, Jarrod, Kerri	Julie, Donna, Jill, Maria, Abby, Sandra, Brian	Jarrod, Kerri, Sandra, Brian	Etc.	Etc.
12:30pm	Check out	Check out	Check out	Check out	Check out

3-6 Example Online- (2 small group sessions)

	Monday	Tuesday	Wednesday	Thursday	Friday
9:30am-10:00am	Morning Check in	Morning Check in	Morning Check in	Morning Check in	Morning Check in
10:00am-10:15am	Whole Class-Number	Whole Class-Number	Whole Class-Writing	Whole Class-Writing	Whole Class-Writing
10:30am-11:15am	Small Group 1-Reading Jarrod, Kerri, Sandra, Brian	Small Group 1-Reading Anna, Karen, Alyena, Kim	Small Group 1-Reading Julie, Donna, Jill, Maria, Abby	Small Group 1-Reading Etc.	Small Group 1-Reading Etc.
11:30am-12:15pm	Small Group 2-Writing Anna, Karen, Alyena, Kim, Jarrod, Kerri	Small Group 2-Writing Julie, Donna, Jill, Maria, Abby, Sandra, Brian	Small Group 2-Numeracy Jarrod, Kerri, Sandra, Brian	Small Group 2-Numeracy Etc.	Small Group 2-Numeracy Etc.

moonee ponds west primary

WE THINK, CREATE AND LEARN TOGETHER



150 Athol Street, Moonee Ponds, VIC 3039
Ph: 9370 6875
 moonee.ponds.west.ps@edumail.vic.gov.au
 www.mooneewestps.vic.edu.au

F-2 Example Online- (3 small group sessions)

	Monday	Tuesday	Wednesday	Thursday	Friday
9:30am-10:00am	Morning Check in	Morning Check in	Morning Check in	Morning Check in	Morning Check in
10:00am-10:15am	Whole Class-Number	Whole Class-Number	Whole Class-Writing	Whole Class-Writing	Whole Class-Writing
10:15am-10:45am	Small Group 1-Reading Jarrod, Kerri, Sandra, Brian	Small Group 1-Reading Anna, Karen, Alyena, Kim	Small Group 1-Reading Julie, Donna, Jill, Maria, Abby	Small Group 1-Reading Etc.	Small Group 1-Reading Etc.
11:00am-11:30am	Small Group 2-Writing Anna, Karen, Alyena, Kim	Small Group 2-Writing Julie, Donna, Jill, Maria, Abby	Small Group 2-Writing Jarrod, Kerri, Sandra, Brian	Small Group 2-Writing Etc.	Small Group 2-Writing Etc.
11.45am-12.15pm	Small Group 3-Numeracy Julie, Donna, Jill, Maria, Abby	Small Group 3-Numeracy Jarrod, Kerri, Sandra, Brian	Small Group 3-Numeracy Anna, Karen, Alyena, Kim	Small Group 3-Numeracy Etc.	Small Group 3-Numeracy Etc.
12:30pm	Check out	Check out	Check out	Check out	Check out

3-6 Example Online- (3 small group sessions)

	Monday	Tuesday	Wednesday	Thursday	Friday
9:30am-10:00am	Morning Check in	Morning Check in	Morning Check in	Morning Check in	Morning Check in
10:00am-10:15am	Whole Class-Number	Whole Class-Number	Whole Class-Writing	Whole Class-Writing	Whole Class-Writing
10:15am-11:00am	Small Group 1-Reading Jarrod, Kerri, Sandra, Brian	Small Group 1-Reading Anna, Karen, Alyena, Kim	Small Group 1-Reading Julie, Donna, Jill, Maria, Abby	Small Group 1-Reading Etc.	Small Group 1-Reading Etc.
11:15am-12:00am	Small Group 2-Writing Anna, Karen, Alyena, Kim	Small Group 2-Writing Julie, Donna, Jill, Maria, Abby	Small Group 2-Writing Jarrod, Kerri, Sandra, Brian	Small Group 2-Writing Etc.	Small Group 2-Writing Etc.
12.15am-1.00pm	Small Group 3-Numeracy Julie, Donna, Jill, Maria, Abby	Small Group 3-Numeracy Jarrod, Kerri, Sandra, Brian	Small Group 3-Numeracy Anna, Karen, Alyena, Kim	Small Group 3-Numeracy Etc.	Small Group 3-Numeracy Etc.



Uploading of the Learning Tasks:

The learning tasks will be posted, and any changes will be made by the end of the previous day, with a COMPASS entry for parents on the COMPASS Class News. This ensures that parents are aware of learning tasks prior to the student. This was the practice from our last experience and provided great support.

Supporting your child:

In supporting your child in this environment, families are encouraged to use the timetable from school to compliment the rhythm of your family. If things are not progressing well, please speak to the teacher. We can support, adjust, or engage with your child to sort out the situation.

STUDENT LEARNING EXPECTATIONS

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

- Spelling activities
- Handwriting
- Yearbook activities
- Inquiry activities including following a special interest in a passion project.

It is expected that teaching teams will provide to students, through their individual classroom space on Google Classroom, a timetable for learning. You will be familiar with the timetable of learning from our previous experiences of Remote/Flexible Learning.

Access to digital devices: For Remote learning 0.4 (May 31-June3) we have some devices for borrowing. Unfortunately, this isn't as many as in the past as we have had to decommission some ipads and the yoga's are now a shard device. To families who borrowed a device last time, and are yet to return this to school, please use this for the present period of Remote/Flexible learning 0.4 and then return when we return to onsite learning. [On COMPASS there are specific directions on how to manage online access within your home.](#)

Remote learning/Video Conferencing Expectations: Please be aware of the need for supervision.

Student Expectations

- Adhere to the **ICT Acceptable Use policy** regarding use of technology and cyber safety. **This includes all areas of social media. Parents are reminded to supervise student use of social media. Please know that on an iPhone, parents can allocate, and restrict children's access to the internet in your home.** It's an app for your phone. I will upload the directions to the Website and to a COMPASS push.
- **Complete the attendance form** each day, which is on their Google Classroom space.
- **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
- **Ensure students** can 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 Remote Learning on social media

Teacher Expectations

- **Ensure that students in their class are online each day** and keep the attendance roll at 9.30 and make any adjustments by 2.30
- **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
- **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)

COMMUNICATIONS PROTOCOLS – for 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 be read in conjunction with that Policy.

Implementation

COMPASS is to be recognised as the main communication tool for all adult stakeholders of the school.

Google Classroom is the main communication tool for student remote learning. Compass Class News is also a great place for parental contact.

If a parent/carer 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 (Kerri Simpson) 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/carer 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.

As mentioned for this second opportunity for Remote Learning all classes/Room numbers will have their own Google Classroom space for more effective implementation. All students will receive an invite to their class space.

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.

Google Classroom **should not be used for socialising** including chats and messages unrelated to the remote learning. The chat facility for students will be enabled and disabled according to need.

All interactions by staff 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.
- 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 WebEx Meetings:

Teachers will communicate/teach whole class or groups of students via a video link as determined by the curriculum plan and the school. The classroom teacher will hold these virtual meetings and the students in the class will access the meeting via WebEx Meetings with the link published on Google Classroom.

moonee ponds west primary

WE THINK, CREATE AND LEARN TOGETHER



150 Athol Street, Moonee Ponds, VIC 3039
Ph: 9370 6875
 moonee.ponds.west.ps@edumail.vic.gov.au
 www.mooneewestps.vic.edu.au

For small group instruction, the teachers will communicate whom, how and when students should access the virtual learning. Day's times and groupings will be communicated to students via Google Classroom. Please look for these notifications. They will be in the learning section of Google Classroom
 Videoed lessons prepared by the teacher should be included in the swath of learning opportunities. These will be posted on the Google Classroom space and students will be directed to such learning tools by the teacher in the Morning Check-ins.

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 (WebEx)

Teachers will connect with students through WebEx (the Department's preferred tool).

- Class check-in every morning from 9-00 to 9.30 am with all students in the class.
- Purpose is to see how students are going, to explain the learning for the day
- From the check-in, small group instruction will be initiated. Children will know when their small group will occur and in what area of learning.
- Teachers will provide opportunities for students to interact with each other as well.

Editor's Note: A handy hint: It is a wonderful opportunity for a student timetable to be developed and posted on the fridge. Following is an example of how to encourage your child's independence and working for success

Parents take child's information from whole-class and place into a timetable for the child. See example

Sally's Timetable



	9.30	10.15	11.30	12.15
Monday			MATHS	
Tuesday				
Wednesday		PE (week 2, 4 &6) 		
Thursday	READING			
Friday	ART (week 2, 4 &6) 	WRITING	JAPANESE (week 3 & 5) 	



moonee ponds west primary

WE THINK, CREATE AND LEARN TOGETHER



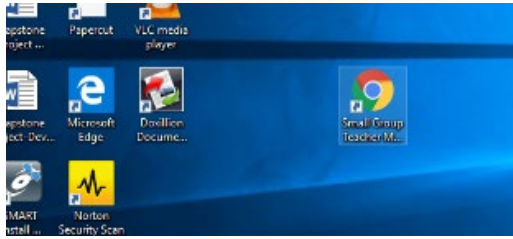
MOONEE PONDS WEST
PRIMARY SCHOOL

150 Athol Street, Moonee Ponds, VIC 3039

Ph: 9370 6875

moonee.ponds.west.ps@edumail.vic.gov.au

www.mooneewestps.vic.edu.au



Parents can then save meeting link to child's desktop.