

Remote Learning 2.0 Information (Term 3, 2020)

Dear Students and Parents,

During Remote Learning 2.0 we will be doing things slightly differently to the first period of remote learning back in Term 2. This time around, we are intending to engage in more face-to-face communication with the students via videoconferencing. We will also be using the Google Classroom application as our online platform to deliver learning tasks and resources to the students; and for students to submit their work once completed.

We anticipate that there may be teething problems next week as we begin this new way of working and implement the technology. As such, we ask parents to contact us should there be any issues that need ironing out.

Once we have things up and running we have confidence that the use of the technology and digital platforms will provide our students with a valuable remote learning experience.

REMOTE LEARNING – WHAT DOES IT MEAN?

Remote learning is learning that happens off the school site, in the family home with guidance from teachers and with support from families. It can happen online or offline. This time around we will be using the online portal Google Classroom to deliver remote learning to the students.

GOOGLE CLASSROOM

Google Classroom is an online teaching and learning platform recommended by the Department of Education. With Google Classroom, teachers and students can sign in from any computer or mobile device. The platform allows teachers to set learning tasks for students and for students to submit learning tasks once completed. Google Classroom is free for all Victorian Government schools and their students and meets high security standards.



GOOGLE MEET

Google Meet is a videoconferencing platform supported by the Victorian Department of Education. Goornong Primary School teaching staff will begin utilising Google Meet to engage in online conversations and teaching with students. Google Meet has functionality for videoconferencing, file sharing, white boarding, and messaging (chat). Students are able to access Google Meet to videoconference with their teachers through the Google Classrooms portal. We have setup Google Meet in a way that only teachers can initiate videoconference sessions (please see accompanying this document information on how our school will use Google Meets and Google Classrooms safely).



Google Meet

The school has created video tutorials on how to use Google Classroom and Google Meet. These are for students and parents and are accessible under the 'Home Learning' tab on our school website.

ACCESS TO TECHNOLOGY

Devices such as laptops are available on loan to students, free-of-charge, to ensure no student misses out. Please contact the school if you need to a loan a computer from the school for home learning.

HOW WILL WE ACHIEVE REMOTE LEARNING?

- Each student has been provided with a Google Classroom username and password.
- Learning tasks and activities will be distributed each day to students via Google Classroom. Tasks will have a due date and will need to be completed on time. Most tasks will be due on the day they are set. However, some tasks may run for a few days and thus have due date later than the day the task was set. Students are able to see when a task is due when logged in to Google Classroom. Tasks are not able to be accessed after their due date.
- Each class will also be having a **'Home Room Hang Out'** for approx. 15 mins at the following times to discuss the day's/week's timetable and tasks and to maintain a connection as a class. Students are expected to participate in these sessions. We ask parents to please notify their child's teacher if their child is unable to attend.
 - The Grade P-2 class will meet every weekday via Google Meets at 9.30am.
 - The Grade 3-6 Group 1 will meet every Monday and Thursday via Google Meets at 10.00am.
 - **Group 1:** *Ted, Jesse, Charlie C, Kahlia, Jaxson, Tom, Amelia, Jordan, Savannah, Wade, Harry.*
 - The Grade 3-6 Group 2 will meet every Monday and Thursday via Google Meets at 10.30am.
 - **Group 2:** *Max, Audrey, Bailey, Charlie A, Brayden, Cooper, Mitchell, Daniel, Indi, Milla.*
- The week's timetable will be available on Google Classroom each Monday morning so students can see what their week entails.
- Students will need to login to their Google Classroom account by 11.59am each school day and notify the teachers that they are working on that day's home learning tasks (Grade 3-6 students will need to access the 'attendance tab' in Google Classroom). The Education Department requires that schools continue to mark attendance during remote learning and the school will be using this 'check-in' to mark the daily roll.
- Some tasks will require the students to complete online set tasks, such as in Raz Plus Reading or My Numeracy. Whilst other tasks may require the students to complete work and then submit it through Google Classrooms.
- Google Classrooms has the functionality to enable teachers to upload pre-recorded videos and other documents for students to view and we will be using this throughout remote learning to support students.
- The expectation during remote learning is that students will put in their best effort and complete work to the same standard that the teachers expect when learning in the classroom.

COMMUNICATION WITH THE SCHOOL AND TEACHERS

Students will be able to communicate with their teachers via Google Classroom and Google Meet should they have a question about a learning task.

The school will endeavour to contact parents by phone once per week to touch base and check-in on how things are going. During this period of remote learning, most school staff will be working from home. However, there will be a small number of staff at the school.

Parents are asked to email their child's teacher and request a call back if you have any questions or require any support with home learning. Your child's teacher will then contact you by phone if the query cannot be solved via a replay email.

Jason Cox: cox.jason.d@edumail.vic.gov.au

Sheridan Patton: patton.sheridan.b@edumail.vic.gov.au

Jane McAdam: mcadam.jane.e@edumail.vic.gov.au

Steve Tooley: tooley.steven.s@edumail.vic.gov.au

Teachers will be available to assist with learning tasks from 9am-3.15pm as per any other school day. As per any other school day, teachers also have planning time, meeting times, lunch breaks and other duties that are also taking part behind the scenes. From an administrative perspective all teachers have multiple roles they are fulfilling, including - like yourselves being parents of children who are remote learning themselves, carers for elderly, dealing with illness and dealing with many of the other issues that have arisen out of the Covid-19 pandemic. We ask that parents please keep this in mind.

Parents are also able to contact the school by phone on 5432 2236 should the need arise. Please leave a message on the answering machine if no one answers.

HOME LEARNING ROUTINE

We note that every family is different and every family has their own routines. It's up to you how you manage the learning day. We encourage families to set up a regular routine, so that everyone knows what is going to happen each day.

Here are some suggestions for the children:

- Set up a comfortable learning area on a table or a desk in a common area of your house. Make sure you have plenty of light to see what you are doing.
- Maintain set wake up times, e.g. 8.00am. Eat a nice breakfast, go outside for a bit of a play if you can and avoid technology. Chat about your plans for the day. Be ready to join your home room
- During the learning blocks, complete work that your teacher has provided to you. In between learning blocks, do physical activity, have play time, creative time or do helpful jobs around the house for mum or dad. Go outside, do craft, draw, play Lego, play board games. Bake, sing, dance, make movies. Use playdough, work in the garden, cook, design and build something. It's up to you!
- Eat well and enjoy your meals together as a family.
- Read to a parent or a sibling once a day.
- If you play video games, use the internet or watch TV, agree on set times per day. Be cyber-safe and only use technology in sight of your parents or guardians.

HOME LEARNING ENVIRONMENT

Every home is different. Where possible, home learning should take place in a space your family shares. For example, a lounge room or dining room. These spaces are preferable over a bedroom, where your child can feel isolated and supervision can be more challenging.

It should be a place:

- That can be quiet at times
- Where you or another adult is present.

REMOTE LEARNING – WHEN?

Remote learning should only take place on school days (not the holidays, weekends or student-free days). We can appreciate that with so many different family situations happening that your hours and school hours may not always completely align.

STUDENT RESPONSIBILITIES DURING HOME LEARNING

Depending on the age and stage of your child, they may be expected to:

- Do their best work when completing tasks.
- Move on to a task that they can achieve if they get stuck on a problem.
- Try to complete all work set on their Google Classroom account.
- Communicate with their parents about how they are going and any troubles they are having.
- Continue to abide by their school's behaviour guidelines.
- Listen to their parents and treat their parents with respect.

REMOTE LEARNING Vs LEARNING AT SCHOOL

The classroom experience is dynamic to say the least and cannot really ever be replicated online or remotely. Parent helpers will have some degree of understanding as to the busy atmosphere of a Reading, Maths or Writing lesson and the degree at which teachers engage with students on many levels in order to ensure learning happens. Teachers will conference, create goals with students, give feedback to multiple people at once and also to individuals one at a time, while at the same time teaching skills in a lesson. Teachers plan for a multitude of learning levels and multi-task incredibly well in order to manage such a changeable landscape in every lesson, every single day. Teachers plan for multiple subjects each day and over the week. Active and engaged teaching means that we are constantly managing small and large groups of children simultaneously in their learning. Teachers analyse data (data not just from assessments but data from student conferences, student notebooks and other class work) to create pretty individualised work for your children. In their own planning they hone down to the class and individual level to cater for differences in the classroom. They change things on the spot if they need to in order to accommodate new learning or change tasks to suit individual needs as they teach.

CAN MY CHILD ATTEND SCHOOL DURING REMOTE LEARNING?

From Wednesday 5th August, ***all students that can learn from home must learn from home. This is a very clear directive from the Victorian Government based on the advice of the Chief Health Officer.*** Children will only be able to attend school on days when they are not able to be supervised at home and no other arrangements for supervision can be made. ***For working parents, this means that if you can work from home you must work from home. Again, this advice is very clear from the Victorian Government based on the advice of the Chief Health Officer.***

During this period most school staff will be working from home, with only a small number of staff on site at the school. ***As such, any parents who believe they may meet the criteria and need to send their child to school are asked to notify the school by midday Friday of the week prior to sending their child to school.*** If the phone is unanswered, we ask that parents send an email to cox.jason.d@edumail.vic.gov.au to notify of their intention to send their child to school. This is so that appropriate staffing arrangements can be made.

WHAT WILL THE SCHOOL DAY LOOK LIKE IF MY CHILD DOES ATTEND SCHOOL?

For the few children who may attend school, classes will not occur as normal. These students will be undertaking the same or similar activities to those who are learning from home and lessons may not be with their usual classroom teacher. ***These students must bring their home learning pack to school.***

To ensure the safety of our school community the following will apply for students attending on-site:

- ***No students should be attending school if feeling unwell.*** Parents will be contacted to collect their child in the event that they are ill.
- The school will continue to encourage good hand hygiene with students (eg: singing the happy birthday song twice whilst washing hands).
- Hand sanitiser will be readily available and students reminded to use it on a regular basis.
- Students will continue to be encourage to cough into their elbow.
- Students will be spaced out as much as possible to prevent close contact.
- The Department of Education has recommended that windows remain open to promote air flow inside school buildings (with this in mind children attending school will need warm clothing).
- School cleaning arrangements have been increased to ensure that the school is suitably cleaned and disinfected each day in accordance with Education Department recommendations.

HEALTH & WELLBEING

We understand that this is a very stressful time for parents and children alike. Whilst you might be inclined to create a minute by minute schedule for your kids and have high hopes of hours of learning at home, I encourage parents to keep in mind how this situation may be affecting your child. Not only may they be distressed about what they are seeing and hearing in the news, but they will also be out of their usual routine. What your child may need more than a rigid home learning schedule right now is to feel comforted and loved and to know that everything is going to be ok. I encourage you to keep in mind that at the end of all of this, your child's mental health will be more important than their academic skills; and how they felt during this time will stay with them long after the memory of the home learning that they did is gone.

I encourage parents to contact the appropriate medical practitioners if health and wellbeing is becoming an issue for any member of your family at this time. Alternatively, the school is able to access supports for students in this space if needed.

Goornong Primary School Protocols for Learning from Home



STUDENT SAFETY

Goornong Primary School is committed to the safety and wellbeing of students and staff when engaging in online activities. The following protocols and information is designed to ensure compliance with the Child Safe Standards and to ensure effective and safe use of the Google Classroom and Google Meet platforms.

TEACHER RESPONSIBILITIES WHEN USING VIDEOCONFERENCING

- Teachers should familiarise themselves with the features of Google Meet (including the 'mute', 'end meeting', 'schedule' and 'share content' functions).
- Teachers will ensure the meeting is 'locked' so there can be no unauthorised access.
- Teachers will ensure that only 'public' comments are abled during meetings (eg: disable the option for students to send private comments to one another).
- Teachers to discuss online etiquette/protocols around the use of Google Meet with students at the beginning of the first session. This session will address expectations for students and teachers.
- Teachers will dress appropriately and engage in learning conversations to the same professional standard that is expected when on-site.
- Teachers will ensure that all online conversations and activities are in accordance with our school's Child Safe Policies and procedures (eg: there must always be two staff members present in any Google Meet meeting with individual students).

STUDENT EXPECTATIONS WHEN USING GOOGLE MEET

- Find a quiet place in your house.
- A parent should be in the same room as you during the meeting.
- Place your device on a flat surface.
- Ensure your device is plugged in or fully charged.
- Use headphones (if you have them) – they help with background noise!
- Come into the meeting a few minutes early and wait until the time to start.
- Come to the meeting with a pencil and paper and any work you need, as well as questions about your work.
- Keep your microphone on mute unless the teacher asks you to turn it on.
- Turn your microphone on when it is your turn to speak.
- Turn your video on at the start of the meeting. Your teacher will instruct you when and if your video needs to be turned off.
- The chat box is only for work related comments and will be viewed by everyone (is not used as a private chat box). You will be instructed when to use the chat box.
- Come to the meeting fully dressed and not in your pyjamas.
- Use good listening skills- keep focused on the speaker, keep everything out of your hands while listening.
- Go to the toilet before the meeting and please eat before or after, not during the meeting.
- Setup for success! (eg: younger brothers and sisters, toys and pets are not to be included please! You are to remain seated and stay focussed throughout the meeting at all times).

- Do not sit in front of a window.
- Ensure the wall behind you is neat and not displaying inappropriate media.
- Be on time for your meeting.
- Take direction from your teacher respectfully.
- Speak clearly and slowly.
- Be polite.
- Enjoy your class.

HOW PARENTS CAN HELP TO ENSURE THEIR CHILD USES GOOGLE MEET SAFELY

- Be present at any meetings scheduled with the classroom teacher (eg: be in the same room as your child for the duration of the meeting).
- Let a teacher know of any unauthorised access to any meeting and about any other unusual cyber activity.
- Talk to your child about cyber safety and ensure they know to inform you and their teacher of any unusual cyber activity or in the unlikely event they are approached by unknown persons online.
- Help your child understand they should only participate in live video chats that the teacher or a fellow student has invited them to join and immediately leave any live video chats with any unknown persons, and to advise you and their teacher if this occurs. This will also be explained to your child by their teacher.
- Ensure your child's workstation and surrounding work area is suitable and appropriate. This may involve the use of headphones if you have them.

HOW WILL OUR SCHOOL PROTECT PRIVACY?

We will ensure that information is handled in accordance with the school's policies including: ICT Acceptable Use Policy, Student Engagement & Wellbeing Policy, Child Safe Standards and Privacy Policy. A copy of all of these is available on our school website.

HOW CAN FAMILIES BE SAFE ONLINE ALL THE TIME?

As your child will be spending more time online as part of learning from home, playing games and keeping in touch with friends, you may wish to visit the eSafety Commissioner's website for information on keeping your child safe online at <https://www.esafety.gov.au/parents>.

We have taken precautions to ensure that your child is safe while using the systems for learning from home, however, you can also assist by having conversations with your child about eSafety and by ensuring that your child is comfortable raising any issues with you and their teacher.

QUESTIONS OR CONCERNS

Any questions or concerns should be directed to the school principal, Mr Jason Cox.