



Remote Learning at Lyndhurst Secondary College Term 3 – Years 7 – 10 Students

Teaching and learning will be delivered remotely in Term 3. This means that students will not physically attend the College and will participate in their education programs at home. Please find below some useful information on what your child can expect in the remote classroom environment in Term 3, including what their day will look like, how they will learn how they can make the most of their virtual classroom and how they can look after their health and wellbeing during this time. We thank all of our families for their support and for adapting to the remote learning program.

Overview of Remote Teaching and Learning

In Term 3 we are using a blend of teacher led and student led teaching and learning methods to gain maximum engagement for students in their learning.

Please note: Office hours will be from 8:30am to 3:30pm via phone, email or appointment only.

Live Lessons and Discussions	Pre-recorded, Self-Paced and Student Led Lessons
<p>What this might look like:</p> <ul style="list-style-type: none"> • Class interactions which happen in real time, at the same time • May involve Compass, Webex, email communication • Work accessed via Compass 	<p>What this might look like:</p> <ul style="list-style-type: none"> • Class interactions happen via Compass without real-time interactions • Access to pre-recorded lessons/information uploaded on Compass • Use of online mediums such as Edrolo, Stile, Essential Assessment, Maths Online as guided by your teacher

Who to Contact/Support Offered

Sub School Support/Wellbeing	Academic Contact
<p>Wellbeing: Contact the school on 5996 0144</p> <p>Sub School Support Senior School (Years 11 and 12) Mr Anthony Brannan at anthony.brannan@education.vic.gov.au</p> <p>Middle School (Years 9 & 10) Ms Jacqui Sampson at jacqueline.sampson@education.vic.gov.au</p> <p>Year 8 – Mr Bishoy Aziz at bishoy.aziz@education.vic.gov.au</p> <p>Year 7 – Mr Harry Potter at harry.potter@education.vic.gov.au</p> <p>Careers/Pathways – via email Ms Frances Fenech or Ms Kate Carroll at Frances.fenech@education.vic.gov.au Kate.carroll@education.vic.gov.au</p>	<p>Classroom teachers via email through compass</p> <p>PSDMS Coordinator via email Ms Claudia Duffy at: claudia.duffy@education.vic.gov.au</p> <p>Sub school Leaders via email – see adjacent</p>

There will be rostered staff on site every day and the office will be open from 8:30am to 3:30pm. If you need to speak to someone from the Principal team, please call the College during those times. You can also email the College at

lyndhurst.sc@education.vic.gov.au

This will be monitored daily and will be forwarded to the most appropriate person to manage your concern or questions.

Remote Learning Overview

School Day Time	<ul style="list-style-type: none"> 8:50am - 3:00pm - Monday to Friday. Engage will not be running during the period of remote learning. Wednesday period 3 and 4 - independent study for all students
Student Attendance	<p>Parents should report student absences on Compass.</p> <p>Students need to access the link on the Compass Newsfeed each morning (between 8am-11am) to log in their attendance for the day.</p>
School Day Structure	<p>Timetabled classes on Compass should be followed. Years 7 – 9 classes will for 30 minutes for each lesson; Year 10 classes will run as normal. Students may experience both real-time and self-paced lessons over the two week timetabled cycle</p>
Delivery of Curriculum	<p>Compass is the primary source of all learning instructions. Webex Meetings may be used for live lessons</p>
Reporting	<p>Teachers will provide feedback to students via Compass using Learning Tasks. Progress reports will be provided as per our normal cycle for Year 11 & 12 students only. There will be no progress reports for Years 7 - 10</p>
Assessment	<p>Students will submit tasks and assignments via Compass for feedback.</p>

Participating In Online Lessons

Before the Lesson

- Please dress in appropriate casual clothes and ensure you are comfortable.
- Where possible, have a dedicated learning space set up for you to complete your work.
- Make sure you are ready with all the materials you will need for learning – paper, pens, books, laptop and lots of enthusiasm.
- Turn off other programs and close down tabs you are not using so that you don't become distracted.
- Place your mobile phone away from your work space.

During the Lesson

- Students will follow our school values and expectations for classroom and online behaviour.
- Interact as you normally would in a lesson; ask questions, participate in discussions etc.
- Keep your microphone muted unless you need to speak when engaging in a class on Webex Meetings.
- Use appropriate language when communicating with others.

After the Lesson

- If on a Webex class, ensure you 'leave' the class by clicking on the red X symbol.
- Contact your teacher with any questions
- Make a note of tasks that need to be done before the next lesson
- Take a break from the screen, stretch and get some fresh air

What to do each period

Starting the Lesson

- Your teachers will be available at the beginning of each timetabled lesson to address any questions you may have and to guide you. The lessons will be available on Compass for the whole week on a Monday morning, as will any resources you will need. **All classes in Year 7 – 9 will be 30 minutes duration. Year 10 classes will run as normal.**
- Log onto Compass, go to your lessons and follow the instructions on Compass from your teacher. Since lessons will only run for 30 minutes, the remaining time could be spent taking a break, getting some fresh air, exercise or if you prefer making a head start on your next timetabled lesson.
- Your teacher may be running lessons with you on Webex and if that is the case, you will have received an invitation to join the lesson. This Webex will be very short so please make sure to be on time.
- “How to” documents have been placed in Compass and on our Website to support you in accessing the various features of Compass and downloading and using Webex meetings on your device.
- Your teacher may assign you work to do during that lesson but they will be available by email to assist you
- They will also advise you on when to submit work each week if required. There is a maximum of 1 task per subject per week. (see Compass or our Website for a “How to” document to support you in uploading tasks/assessments if unsure)
- Feedback will be provided predominantly through Compass but can also be done via email or Webex
- The Integration Aides and our Multicultural Education Aides are available to support you if you need assistance. Each of the aides have been allocated a group of students that they will work directly with and for the most part will be online or available on Compass if you need assistance. Please contact Ms Claudia Duffy if you are unable to access this support and she will facilitate this for you, and Ms Catherine Telfer for EAL (English as an Additional Language) students.
- Engage will not be running during this period of remote learning. Monday class times will be the same as the rest of the week.
- Academy and Tutorials will not be running during this remote period of learning. During this time students are encouraged to take part in independent study and teachers will be available during this time if you need support.

Guidelines and Expectations

Parents/Carers Expectations

When you start to think about helping your child to learn from home, remember that no one expects you to be a teacher or subject matter expert. The most important thing you can do is continue to provide routine, support and encouragement to your child.

You can support your child to learn from home by keeping up to date with our communications both sent by email through Compass and found on Lyndhurst Secondary College's Website.

If you do not have a computer device or internet at home, please contact the College to discuss whether your child needs to borrow one and how your child can receive materials.

Student absences should be reported by parents through compass following our normal processes. Students are required to access the link on the Compass Newsfeed each morning (between 8am-11am) to log in their attendance for the day.

Please ensure your child only uses platforms supported by the College as this will ensure that your child is safe on line – please see guide below. The College is working with Compass, Webex Meetings, Stile, Essential Assessment, Maths online, College emails and Edrolo.

SETTING UP A LEARNING ENVIRONMENT

Every home is different. Where possible, extended 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 person is present if available.

Student Expectations:

Protocols for remote learning:

- Listen to others with respect
- I respect my teacher, my classmates and myself. I encourage my peers and take turns and don't interrupt
- I use chat and video appropriately. I think before I post
- I share my thinking and ask questions
- I regularly monitor digital platforms for announcements and feedback from teachers
- I do my best work when completing tasks
- I do my best to meet timelines and due dates
- I communicate openly with my teachers and raise any concerns or issues
- I continue to abide by the Lyndhurst behaviour guidelines.

Protocols for students using on line platforms such as Webex Meetings:

- I am ready 5 minutes before my live lesson, waiting for my teacher to start the lesson on Webex Meetings
- I wait for my teacher to start the lesson
- I enter the lesson in Webex with my microphone turned off
- When I would like to ask a question, I send a message to my teacher through the Webex messaging system
- I respect my teacher and peers during our lessons on Webex
- I respect the privacy of my teacher and peers and will not screen capture, photograph or video record any content or participants in my class. Remember, there are privacy laws in place to protect all members of our community, staff, students and parents.
- I use appropriate language and discussion at all times

Uniform:

While on remote learning we encourage our students to wear comfortable, appropriate casual clothes for classes.

Physical Fitness:

We encourage our students to engage in at least 30 mins of physical activity a day. That can include working, going for a run, or engaging in an exercise routine such as demonstrated in PE with Joe on Youtube. See link below:

<https://www.youtube.com/watch?v=K6r99N3kXME>

Our first whole school challenge has been posted on Compass. I would encourage all our students to participate and challenge staff in the Fitness for all Challenge – staff vs students.

Health and Wellbeing during Remote Learning

The health and wellbeing of all of our students is of a high priority during this period of remote learning. It is paramount that every student is connected and supported by their peers, teachers and sub school teams during this period.

Our wellbeing team will be providing guidance and support for our students during this time and these supporting documents can be found on Compass and on our Webpage. Our team will be available to speak to students via phone who need additional support and guidance. Please contact the College if your child needs support.

There may be times when a member of the principal class, sub school team or teacher will need to speak individually to students via Webex Meetings. The following safety protocols will be observed for all 1:1 meetings as appropriate:

1. Permission to meet with student will be sought from the parent or carer, prior to the meeting
2. Invitations will be extended to parents/carers to join the meeting
3. All 1:1 student meetings will be recorded on Webex Meetings.

MANAGING SCREEN TIME AND ONLINE SAFETY - DEPARTMENT OF EDUCATION ADVICE FOR PARENTS

As your child will be spending time online, it is important that you talk to them about online safety. This will help them to make good digital choices and use information and communication technologies responsibly.

You may wish to speak to your children about ensuring *they*:

- use only the online tools recommended by their school or the Department of Education and Training (DET)
- are respectful when communicating online, just as they would be when speaking face-to-face
- use digital devices in open areas of the home

For more online safety advice for parents and carers go to: www.esafety.gov.au

Please do not hesitate to contact the College if you have any questions.

Regards

Konnie Prades
Principal
Friday 17th July, 2020