SOUTH COAST
BAPTIST COLLEGE

Online Learning
A Guide for Primary School Families Term 2, 2020

The Online Learning Guidelines below, provide a framework outlining the structure and expectations in which online learning will be delivered by the Primary School, should this remain the main method of teaching into Term 2 of 2020. The guidelines below provide parents with information regarding the on-going teaching procedures from Kindergarten to Year 6, should this be required.

Term 2 Preparation:

Teachers will be provided with two non-contact days to commence Term 2 of 2020. These will be Tuesday the 28th and Wednesday the 29th of April. Student learning for Term 2 will commence on Thursday April the 30th. *No schoolwork will be supplied to Primary School students across the Term 1 school holiday period.*

Teachers will refine their learning programs for Term 2, to provide optimal online learning experiences for our Primary School students. This will involve evaluation, refinement and professional development across the platforms currently used in the Primary School (See-Saw – K to 2) and Microsoft Teams (Yrs. 3 to 6). Additional time will be allocated to structuring and further resourcing learning for Term 2 (e.g. 'myON' online library; lesson quality and options for some live engagement with students) Staff will also use this time to continue to 'bank' activities on their online learning platforms, in preparation for Term 2.

EXPECTATIONS OF STUDENTS

Online Lesson Etiquette – For Live Lessons:

Students must adhere to the following etiquette and rules for engaging in live online lessons:

1. Be aware that your teacher is likely to record live lessons or meetings; if you have a camera on your device always point your camera to the ceiling before moving anywhere with the camera on (or better yet, don't move at all)

2. Always try to keep your device plugged into power so you do not drop out during the lesson

3. Be appropriately dressed in casual wear that would be of a standard for a free dress day at school before joining with teachers and peers in a live lesson or meeting

4. Always ensure you keep your device on a table and make sure you sit in a chair for live lessons and activities

5. When joining a live session on Microsoft Teams (Years 3 to 6) Always sit in a room where no-one can walk behind you and make sure the walls behind in the field of the camera have nothing on them others would think are inappropriate

6. Avoid eating and drinking when participating in live lessons and activities, where you should be focussed on learning and discussion (just like you would be in class)

7. Be polite and respectful to teachers and peers during live lessons and activities. Student engagement and communication will be expected to meet the same high standards as face-to-face interactions would at school

Structure of Online Learning in Term 2:

- Primary School Classroom Teachers will post a greeting message (video or typed – according to teacher's preference). This will be posted along with an overview of the activities for that day. The activities for the day will be assigned / released from the learning platform - See-Saw (K to 2) & Microsoft Teams (Years 3 to 6).

- Teachers will take note of students who are online and record attendance based on daily involvement in activity completion prior to the end of each day.

- Students will be asked to start their day with Reading, Writing and Mathematics lessons. After this they can then choose another lesson from a different area. As best as they can, we would ask that finish a task completely before moving onto another activity.

- Teachers will continue to check in throughout the day to review work, give feedback and comments on selected work.

- If your child is not online for a valid reason please contact Student Services as normal for sickness etc. email: studentservices@scbc.wa.edu.au

- Student Services and Classroom Teachers will contact families if students are not completing set activities.

A typical Day / Week in Term 2 may look as follows:

1. Class greeting - video/typed (teacher preference)

2. A Reading activity– which could include activities including reading a story book or completing a reading activity (via the 'myON' online Library)

3. A Writing activity

4. A Literacy activity via See Saw or Literacy Planet

5. A Mathematics activity – Mathletics or See-Saw

6. A Specialist lesson - 1 per week – P.E, Digital Technologies, Music, Art and LOTE (Yrs. 3-6 – My Chinese Teacher)

7. Other subject areas – similar amount to regular timetable over the week or alternately the teacher will provide a project

8. A set time for student social discussion and social meeting on Microsoft Teams (*Years 3 to 6)

9. Teachers to email partial absences to Student Services.

** Please note: Specialist lessons – Gymnastics & Football Academy etc. may also involve live lessons in Term 2*

** Mathematics and English Intervention lessons using online lessons in groups will also be reviewed for uptake with groups of students receiving additional support in Term 1*

** Please note that Teaching staff are likely to be unavailable outside normal school hours*

Online Safety

- Students should not accept invitations to join digital platforms, teams or groups, except for those approved by the College

- If you experience any kind of online bullying or negative behaviour, don't hesitate to reach out to your Form teacher - they will be happy to help follow up. Provide a screenshot if you can. Mr Lituri the Deputy Head of Wellbeing (Primary) is available on liturij@scbc.wa.edu.au

- Ensure that you don't post your own personal details or those belonging to others online in any forum

Digital Content Rules

- Never share content from your teachers on social media or outside of the School; this content does not belong to you, and you are required to respect the privacy of teachers creating content for your use.

- Never upload videos or pictures of yourself or of other people

- Respect content shared with you by your peers; do not share outside of your designated classroom digital space.

- Content produced by the College is only to be accessed by currently enrolled students

Primary School Wellbeing Team - Support for students and families

The Wellbeing team can help your family in several ways. This includes:

- Organising referrals for a variety of health services (many are now offering telehealth conferences)
- Providing information on a range of topics – technology, anxiety, working with boys, working with girls, cybersafety, dealing with conflict etc.
- Calling to speak to parents/students regarding how they are coping with school at home. (sometimes speaking to someone from outside helps to bring perspective)
- Helping students develop a work schedule at home

If you would like more information in this area, please contact:

Jon Lituri (Deputy Head – Wellbeing) – liturij@scbc.wa.edu.au
Wayne Stevenson (Psychologist) - wstevenson2@bigpond.com
Amanda James (Primary School Chaplain) - amanda@rockingham.org.au
Nicola Campbell (Defence School Mentor) - Nicola.Campbell@scbc.wa.edu.au
Julie Bottomley (Primary School Literacy /Learning Support) - julie.bottomley@scbc.wa.edu.au
Laura Cooper (Primary School Numeracy Support)cooperl@scbc.wa.edu.au

- Yr. 1-2 Students - Teachers are posting short videos with encouraging messages

- Yr. 3-6 Students -In Microsoft Teams students in year 3-6 have access to a 'Wellbeing' page. On this page students can:

- View encouraging and helpful information on Wellbeing
- Complete assignments (currently there is a Wellbeing diary available for completion each day until the end of term)
- Discuss topics with other members of their year group. This is a great way for them to keep in touch socially in a safe environment

IT / Online Support – College Helpdesk:

Your child's classroom teacher should be able to support you with any queries that you should have regarding See-Saw (K-2) or Microsoft Teams (Yrs. 3-6).

Should you experience technical issues the College Helpdesk will be available for online support for Term 2 on-line learning commencing from Thursday the 30th of April. If you are having trouble logging in or accessing online learning or other issues our College IT staff are available on **9540 4415**.

Help will be provided via google remote desktops. Please be aware that it may take a little time for some matters to be resolved due to the number and complexity of issues that may arise.