



Distance Learning Mode (DLM) Advice for Parents

23 March 2020

Although we will be forced to be physically distant, the College will endeavour to remain connected and engaged with all students and families.

Communication between Staff and Students and Year Level Coordinators, Home Room Teachers.

- Communication with Staff and Students will occur via Microsoft Teams via forums or emails.
- Our Learning Management System – SIMON will also be utilised.
- Year Level Coordinators will maintain regular posts via SIMON and Microsoft Teams.
- Class teachers will first make contact with parents if they have concerns with a student's lack of attendance or learning. Year Level Coordinators will also be informed.

Student Attendance Management

- All students are expected to be present and to check-in via Microsoft Teams each Monday, Wednesday and Friday during the regular Homeroom period.
- Students are expected to check-in during the first 10 minutes of every lesson as per their regular 2020 timetable.
- Students are required to check-in each day between 8:50am and 3.20 p.m
- Staff will mark rolls on SIMON in the first 10 minutes of every lesson. If a student misses three scheduled lessons in a row, the class teacher will send an email or make a phone call to parents regarding the absence. Year Level Coordinators will be copied in on the email.
- All student absences from scheduled classes for any reason (e.g. illness or appointment) are to be notified via the usual process. Parents/Guardians should inform the school via the regular absence telephone number.
- Students are not required to be online during recess and lunchtime. Year level or whole school assemblies will not run during operation in Distance Learning Mode.

Student Behaviour Management

- Students are to wear neat, casual attire when online in classes. While staff will not be using video mode, neat casual clothes rather than Pyjamas will help to establish a 'normal' school routine.
- Students are to refrain from eating or drinking while on line in classes as per usual expectations.
- Students are to inform teachers via email or chat on Microsoft Teams if they need to go offline for any reason during the lesson.
- Year 12 students who have a study period should study offline during this time. Email staff if extra support is required.

Student Academic Management

- Staff who are absent for an extended period will not be able to post work for students. In this event, parents and students will be notified.

- If a teacher is absent, no CRT relief or cover will be provided. Students will be notified and should look for work in SIMON or on the Microsoft Teams page.
- Academic progress will be reported as usual via SIMON.
- VCE assessments will be adjusted and will be communicated via the VCE Coordinator.

Student Health and Wellbeing

Students are encouraged to adopt positive wellbeing strategies while studying in Distance Learning Mode (DLM).

This could include:

- Develop a routine as if you were attending school in person
- Dress should be neat and comfortable
- Ensure the workspace has plenty of light, a comfortable chair and space for your device
- Take regular breaks – be sure to stretch and move
- Stay connected with friends
- Set up your work station in a public space – not a bedroom
- Maintain a regular sleep routine, set alarms as if you were getting up for school
- Eat healthy meals and take snack breaks
- Plan some downtime each day

Distance Learning Mode (DLM)

Staff will provide a variety of teaching materials to keep students engaged in their learning. Students will access resources via Simon or email. The Resources Centre is also available online. To reduce Internet traffic, some lessons will involve student problem solving or enquiry-based learning to be completed offline.

Parents are asked to email individual teachers for any questions or support.

How can Parents support Distance Learning Mode?

- As far as possible, assist students in maintaining the usual school routine.
- Discuss with your children the online physical space for learning. It is recommended that classes occur in a public area and not in a bedroom. Headphones can be used if several siblings are studying together.
- Monitor regularly communications via email and Simon. The College will keep parents informed as the situation unfolds.
- Encourage regular breaks from computer screen time.
- Encourage physical activity, mindfulness and relaxation. The student's diary has events for each day which may be useful.
- Monitor how much time your children are spending online, outside of class time. This may be a useful way to stay connected with friends. A balanced approach is encouraged to avoid eye strain and burn out.