

# Remote and Flexible Learning from Home



Dear Parents and Carers,

The Victorian Government has now advised that all schools will move to remote and flexible learning when students return for Term 3 for all students in years 7-10, commencing from **Monday 20<sup>th</sup> July until at least August 19<sup>th</sup>**. This means that if your student in year 7-10 can learn from home, they must learn from home to help protect the community and reduce the spread of Covid-19.

We know that this is a challenging time for students and their families but it is really important for student learning and mental health to maintain the connection between students, their peers and their teachers. Positive educational outcomes coincide with improved career and life outcomes, and more immediately we feel that being able to focus on learning will provide distraction from some of the negative worrying media influences that are currently circulating.

During our Term 2 remote learning program we collected feedback from students and parents about the learning program on offer. Whilst the program will be similar to our previous program, we have made some adjustments to make it easier for students to engage in their learning and receive feedback from their teachers. Some of these changes include:

- **Direct feedback** provided to students about their learning through **regular WebEx sessions** rather than through written feedback on Learning Tasks
- **Fewer Learning Tasks for students** to submit. In most subjects students will be required to submit 1 task per fortnight, although in English and Maths it will be 1 task per week.
- **Weekly class work** rather than lesson provided on a per lesson basis – in other words the instructions and activities for the week will cover the work and tasks required for the week, and each lesson plan for the week will reflect this.

## Considerations for remote learning

We will still be delivering the remote learning program in accordance with our usual 5 period day. Students will be expected to complete the work for their subjects at the times they usually would according to their scheduled classes for that day. Our teachers will be delivering the learning program through our Compass software and students must attend a face to face sessions with their teacher and class online via WebEx.

Please also make sure your students have a place in the home to study. It is preferable students have a desk in a dedicated space for this purpose, however families are in the best place to make these decisions understanding their home layout and spaces available. We would advise that a couch in front of the TV is not an ideal learning space for students to undertake their learning program.

## IT support

Our IT support staff have set up an email address to assist students and parents with IT support during this potential time. Please email any enquiries to the address:

[ithelpdesk@cdsc.vic.edu.au](mailto:ithelpdesk@cdsc.vic.edu.au)

### **Internet and computer access**

It is essential that students have both access to a computer and the internet to be able to learn remotely from home. If students do not have a computer to learn from the college will provide one for the duration of remote learning to ensure students remain engaged with their education. We also assist families to access the internet in the case where they may not have a home internet connection.

If you do not have computer and internet access it is vital that you call or email the college ([carrum.downs.sc@edumail.vic.gov.au](mailto:carrum.downs.sc@edumail.vic.gov.au)) and ask for our Business Manager, Ms Bev Boys, so that we can make arrangements to assist with this.

### **Remote Learning from Home using Compass**

#### **Weekly Lesson Plans**

In every lesson on Compass the teacher will place instructions for the learning activities to be undertaken for that week. These lesson plans will be available for students no later than 8.45am on the Monday of each week. The Lesson Plan can be accessed by parents and students by clicking on the class in the view of a student's schedule. Typically these instructions will consist of:

- Weekly topic heading and learning goal/s
- Some instructions to indicate what the students should be doing. These could include:
  - When the WebEx sessions are
  - How to access resources such as PowerPoint presentations or instructional videos
  - How to access resources via the web
  - Relevant pages from the student's textbook or novel
- The work that the student is required to do – note that where possible the teacher will request students to complete their work in a digital format to assist with ease of submission and feedback.

#### **Learning Tasks**

Students will submit pieces of work electronically through learning tasks in Compass. As a result of feedback from parents and students there will be fewer learning tasks that need to be submitted compared to our last remote learning program, and the tasks to be submitted will be streamlined to be simpler and clearer.

- All Year 10 subjects will have one Learning Task **per week**
- For Year 7-9 English and Mathematics there will be one Learning Task **per week**
- For all other subjects there will one Learning Task **per fortnight**

The Learning Task will generally be one task that students need to submit. It may be a summary task of the week's work, or just 1 piece of work that will form part of the assessment program. Please note that students do not need to submit every piece of work they have completed for the week or fortnight – they only need to submit what is requested in the Learning Task.

#### **Help with student work**

Our teachers will be available by email to assist students with their work throughout normal school hours. Students must be using and accessing their school email addresses and any personal correspondence from their teachers will come through that email. Teachers can also assist students Face to Face using WebEx.

## Face to Face Conferencing using WebEX

There will be compulsory WebEx sessions for all classes that students must attend.

- All Year 10 subjects as well as Year 7-9 Maths and English will have **2 WebEx sessions per week** – 1 at the beginning of the week to introduce and explain the work for the week, and 1 at the end of the week to go through the answers and responses and provide feedback to students
- All other subjects will have **2 WebEx sessions per fortnight** - 1 at the beginning of the fortnight to introduce and explain the work for the week, and 1 at the end of the fortnight to go through the answers and responses and provide feedback to students

Please refer to the WebEx guide attached to this message for further information about the protocols of using WebEx.

## Feedback and follow up of student work

When students submit their work, teachers will endeavour to acknowledge the work through the conservation tab as soon as possible so that students know that their work has been received.

Teachers will provide most of their feedback and advice to students about their work through the face-to-face WebEx sessions. There will be at least 1 Common Assessment Task (CAT) per semester for students to undertake, on which our teachers will provide detailed written feedback.

Teachers will also follow up overdue Learning Tasks by emailing parents and students.

## Daily Attendance

All students must sign in to remote learning through the attendance tab in Compass. The attendance form will be open between 8.30am and 10.30am and students are required to sign in everyday to acknowledge that they are participating in learning that day.

## Student Illness

In the event that students are ill and cannot engage in the learning program, parents are requested to notify their teachers using Compass.

## Common Assessment Tasks (CATs)

All subjects will have at least one Common Assessment Tasks throughout Term 3. The majority of these are likely to occur later in Term 3 once students have completed a significant chunk of their learning program for the term. In many cases these will be summaries or reflective pieces based on the weekly/fortnightly learning tasks.

## Communications with the College

In the event that you need to discuss specific issues related to school you are welcome to email House Leaders through Compass.

- Flynn House Leader Vanessa Latic
- Hollow House Leader Laura Walker
- Gilmore House Leader Emma Geddis
- ANZAC House Leader Andrea Ross

In the event that your student is ill please notify their teachers by emailing them through Compass.