



# ONLINE LESSON DELIVERY MANUAL

**STUDENTS & PARENTS**

**2020 TERM 3 EDITION**

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**LORETO COLLEGE BALLARAT**



**Loreto**  
COLLEGE BALLARAT | EST. 1875

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# Introduction

In the event of a school closure due to COVID-19, Loreto College learning will be delivered online to students.

## General Information for Parents

- Loreto College is committed to ensuring that student learning is impacted as little as possible by any school closures. Staff will endeavour to email students as frequently as possible to maintain the 'flow' of learning.
- Staff will ask students for feedback regularly to ensure that set work is being attempted.
- Please contact your daughter's mentor or Year Level Co-ordinator if you have concerns.
- Please open PAM frequently to check for any parent specific information.
- Try and ensure that your daughter has a satisfactory work-space and is attempting to follow a typical classwork routine.

## Assessment

Assessment will take many forms during on-line learning as it does during face to face classroom learning. Students will be required to complete quizzes, short pieces of writing, research assignments, journal keeping, tests and SACs (School Assessment Course work). Some of this work will be done independently by the students and some assessment tasks will be completed on-line while being watched/supervised by their teacher via google classroom or Microsoft teams.



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# Expectation of Students

It is an expectation that each student will 'mirror' their normal day at school as closely as possible to minimise any impact on her learning of a school closure.



## DAILY ACTIONS

1

### SIGN INTO MENTOR GROUP

Sign in on Google Classroom by 8.45am

2

### CHECK YOUR EMAILS

Log into Outlook and keep Outlook open during the day to maintain discussion. You may need to respond to messages

3

### CHECK DAILY NOTICES

Check Google Classroom, One Note & SIMON to know which lessons will be real time - live streaming. Teachers have been instructed to only live stream during their timetabled class

4

### PLAN YOUR DAY

You must allow time to plan each day. Use your diary to highlight real time learning and work to complete

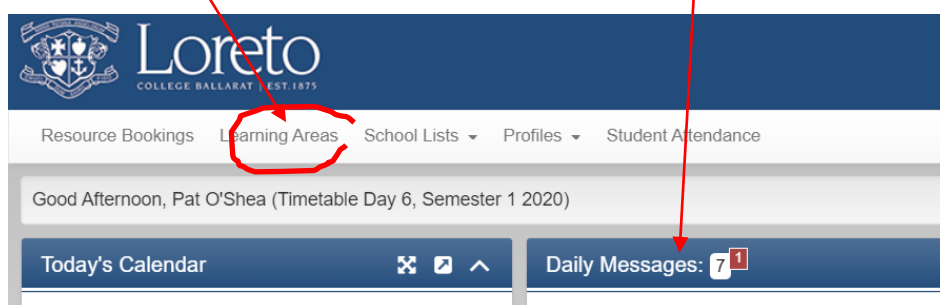
**FOR FURTHER SUPPORT PLEASE SEE  
ONLINE LEARNING LINKS/CONTACTS**

LORETO COLLEGE BALLARAT

## On Each School Remote Learning Day

1. Students will begin each day at 8:45 am by signing into their Mentor Google classroom by posting on the current days thread that they are present.
2. Log in to Outlook to check your daily emails. Keep Outlook open during the day to maintain classroom discussion.
3. Students should check their emails or Google classroom stream each morning to find out which lessons would be real time, where teachers would be live streaming. Teachers have been instructed to only live stream during their timetabled class.
4. Log in to SIMON to check the daily notices and to access content referred to by teachers.

*Check all learning areas and Daily messages*



5. Teachers will post Unit outlines or weekly planners which will clearly outline for the students the up-coming work. Directions of activities to cover for each class by 9:00am on the days of normally timetabled lessons. Students should complete the tasks as directed or seek assistance from your teacher.
6. Students will submit all work via the agreed platform to show their teachers their progress. **Teachers will ask for more feedback than usual so they can be flexible with program delivery.**
7. Upload work requested or email your teachers frequently to assist them with content preparation.

# How We Will Facilitate Learning

Staff have been asked to:

- Use the school **email service**, Microsoft Outlook, to communicate their instructions to students, and to
- Use one of the four main platforms for this lesson delivery. The platforms are:

## The four main learning platforms

### 1. SIMON Learning Areas

<http://simon.loreto.vic.edu.au>

The screenshot shows a web browser window with the URL [simon.loreto.vic.edu.au](http://simon.loreto.vic.edu.au). The page features the Loreto College Ballarat logo and navigation menu. The main content area displays 'Topic Resources' for 'Chemistry - Unit 3' and 'Fuels and combustion'. A list of resources is shown, including 'Assessment Tasks', 'Exams', 'Homework [files: 2]', 'Media [files: 1]', 'Official Documents', and 'Practice Tests [files: 7]'. A table of files is visible, with the following entries:

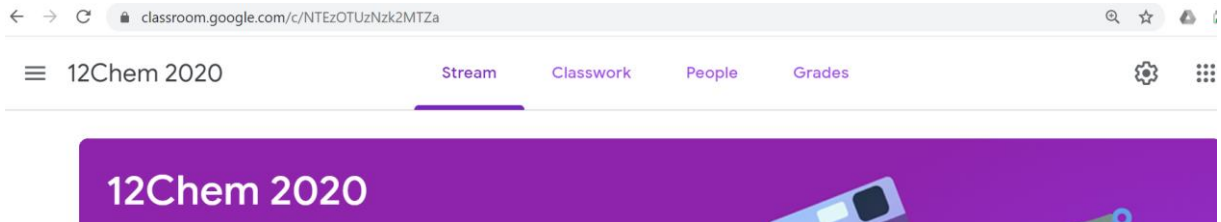
Name
2017 Unit 3 Chemistry KTT 1 Fuels Solutions.pdf
Chemistry U3&4 TEST 1 Energy from fuels_2017.pdf

Topic tests, worksheets, weblinks and solutions may be available in the learning area for each subject. These are generally stored under Topic Resources.

## 2. Google Classrooms

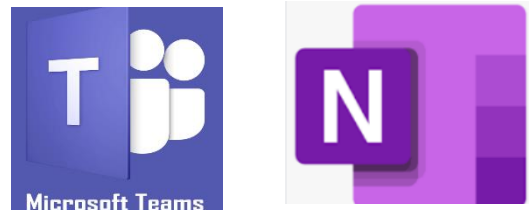


All Mentor Groups and many teachers have set their classes up in google classrooms. If the teacher 'posts' students from google classrooms they will receive a notification. Please follow up any notifications.



Google classrooms can be used as a forum or as a vehicle for delivering assignments, quizzes and other resources.

## 3. Microsoft Teams and OneNote



Teachers who use OneNote often have their board work for each lesson recorded here, often with annotations or solutions. Students can complete work directly in OneNote for the teacher to see.

Microsoft Teams program works in conjunction with OneNote and offers the opportunity for classes to meet online in real time.

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## 4. Edrolo (VCE students only)

Edrolo has self-paced learning modules for most VCE subjects.



YOUR SCHOOL

YOUR CLASSES

YOUR COURSES

YOUR DETAILS



**EDROLO STUDENT TRAINING**

The Edrolo Team



**EDROLO TEACHER TRAINING**

Edrolo provides online videos for key concepts, as well as topic tests and exam-style questions.

*Please Note:*

- *Individual subjects may also use subject specific platforms such as Cambridge Hotmaths or Mathletics for example. Staff will communicate this to their students if this is the case.*



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# Actions Required by Students & Staff


1. Please check that you can access all relevant platforms at home.
2. Take important books and resources home each day to ensure availability at home.

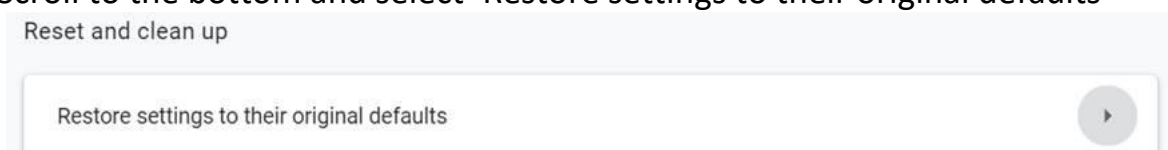


## Troubleshooting

*The IT Team will be providing support to students as normal throughout this period. Any issues and laptop repairs can be logged by emailing [helpdesk@loreto.vic.edu.au](mailto:helpdesk@loreto.vic.edu.au)*

A common IT problem is websites not displaying or loading correctly in Chrome. Please try the following steps to reset your browser:

1. Open Chrome and select Settings from the menu in the top right corner 
2. Scroll to the bottom and select Advanced
3. Scroll to the bottom and select 'Restore settings to their original defaults'



4. Select Reset Settings

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# On-Line Learning & Wellbeing

## What It Looks Like from Home for Students and Parents

### Students

- Every morning start your virtual learning day by logging into your google classroom stream and saying you are online by 8.45 am. Your mentor will post a message and you need to reply saying “I’m here” or “Good Morning”.
- This will be recorded as your attendance for the day and will be followed up as normal with contact home if you are absent.
- If you are unwell and cannot reply to the morning start you will need your parents to record that you are unwell in PAM or call student reception to mark you absent. If there is an ongoing reason for you to not be online, please communicate with your Mentor Teacher of your alternative plans.
- Keep to your School Timetable schedule to balance your time between subjects.
- Teachers will offer a mixture of “Real time learning” (teacher is online live streaming with the class) and “Anytime learning” (teachers set work which can be completed anytime?)
- Teachers will only schedule “Real time learning” when you would normally have that class in your timetable. This means if they set time where they are available to help you in real time online, there should be no conflict with other classes.
- Teachers will meet students on-line during your scheduled class, please ask for assistance during your scheduled times, teachers should not be required to be replying to e-mails after 4.00pm
- Teachers may stay online during students’ lessons but should not take up the whole lesson giving instructions.
- Teachers should include some activities that involve non-screen time, as it not healthy for students and staff to be sitting in front of a computer all day.

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## Student Protocol

- Students will be expected to have their laptops with them at home, and earphones/earbuds as appropriate.
- Have work area prepared for scheduled lessons each day.
- Work methodically through the set task, contact teacher for assistance or questions.
- Follow instructions regarding the submission of work.
- Take breaks during the day at normal recess and lunchtime, preferably outdoors in the fresh air and get some exercise.
- Beware of media overload. Take breaks from screens.
- Be aware of posture.
- Contact your Mentor teacher if you feel overwhelmed or need support that is across several areas.



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## Student Digital Etiquette

- Be appropriately dressed for engaging in conferencing with teachers and peers- casual clothes are fine, but you need to be dressed for the day with an appropriate background.
- During live streaming with teachers, students should have their video on so that teachers can see your face clearly.
- Students and Staff should not be having one to one video conferences. Use voice only in these situations. Video can begin with two or more students present.
- Please note that if there is one to one conversation between staff and students, this will be recorded in our Child Safety register.
- Avoid eating and drinking when participating in calls; you should be focussed on the learning and discussion, and just as you would not eat and drink in class, you should avoid this when engaging remotely.
- Be polite and respectful to peers and teachers- a video conferencing call may seem more casual, but student engagement and communication will be expected to meet the same high standards as face to face interactions would at school.
- Notify your teacher if they are unable to participate in any online mandatory forms. Attendance and participation will be recorded.
- Don't expect instant responses from peers or teachers; in these circumstances, they may have other responsibilities that need attention.
- Be mindful of giving personal space and being understanding that your teachers are juggling supporting many students remotely; you may need to wait a little while for a response and cannot reasonably expect responses outside of normal school hours.
- Be a good Digital Citizen; treat others with respect, kindness and consideration
- Follow online safety as normal.

# Gift Time 2020



## Activities for Remote Learning








### What is Gift Time?


Understanding the different pressures students face during remote learning there are times when a teacher might designate a lesson as "Gift Time" to promote healthy activities and enhance wellbeing.

"Gift Time" is time to encourage you to make the most of being at home by choosing to engage in a range of activities. It is a time to be creative, active and try something new.

When a teacher designates a lesson as "Gift Time" select one of the 39 options below to complete and enjoy. Remember to take photos and keep records of your activity either in a word document,

FAMILY	MAKING PLANS	SKILLS	SEE THE WORLD
1. Plan, buy and prepare a meal for your family. Look through recipe books to identify a dish to cook for dinner. Source the ingredients - they may be in the fridge/pantry or you may need to head to the shops. Follow the recipe and watch your family enjoy your home cooked meal.	4. Think about something big you want to buy and work out how you can save up enough money to buy it. Perhaps it is a new bike, surfboard, Xbox, a car, phone, camera, shoes, holiday at the end of year 12!! Whatever it is, find out the price and use a budgeting tool to figure out how long it will take to save up.	7. Write a letter. Yes, this is a life skill! Put your pen to paper and write a letter to a friend, your grandparent/s, a relative. Write the letter, put it in an envelope, write the address, buy a stamp and post it.	10. Just because we are cooped up at home, doesn't mean we can't experience some amazing sights! If you have access to VR headset you can take a Virtual Trip to some of these amazing destinations. You can also make your own relatively easily with a cardboard box - <a href="https://arvr.google.com/cardboard/index.html">https://arvr.google.com/cardboard/index.html</a>
2. Ask your mum, dad, gran, grandpa, aunty, uncle... what year it was when they were in Year 7. Find out what they were doing in that year. What did they do for fun? What music were they listening to? What films were they watching? What was fashion like? What was happening in the world at this time? Ask to see photos. How is this	5. Plan your ultimate fantasy around-the-world trip. Make a list of all the places and sites you'd love to see. Maybe it's Disneyland? The North Shore of Hawaii, the Tower of London, the Grand Canyon, the mountains of Japan... Make a list and plan your route. Often 'Round the World' tickets allow you to travel in one	8. Learn a card trick. This is a skill you will always be able to pull out in many situations! <a href="https://www.youtube.com/watch?v=-cJlv6ZvKik">https://www.youtube.com/watch?v=-cJlv6ZvKik</a> 	11. Dessert from around the world! Find a map of the world (or a globe if you have one!), close your eyes and point to a country. Google Desserts from... the country you landed on and see if you can make a brand new treat for your family. 

<p>different to being in Year 7 in 2020? What is the same?</p>	<p>direction - East to West or West to East... Plan out your dream adventure!</p>		
<p>3. Create a Thankful/Grateful jar – everyday everyone in the house can add something that they are grateful for... They could decorate the jar...</p> <p><a href="https://www.countryliving.com/uk/wellbeing/a30425334/happiness-jar/">https://www.countryliving.com/uk/wellbeing/a30425334/happiness-jar/</a></p>	<p>6. Look ahead by planning for good times, out of isolation and write these on a piece of paper eg eating my favourite take-away food</p> 	<p>9. Here's a link to practice mixed maths facts with fun colouring pages. Simply print the PDF.</p> <p><a href="https://www.coloringsquared.com/free-coloring-pages-math-for-kids/math-fact-coloring-pages/mixed-math-facts/">https://www.coloringsquared.com/free-coloring-pages-math-for-kids/math-fact-coloring-pages/mixed-math-facts/</a></p>	<p>12. Visit places.....Try,,,</p> <p>Yosemite National Park in the USA <a href="https://www.virtualyosemite.org/">https://www.virtualyosemite.org/</a></p> <p>Travel around Switzerland or Portugal <a href="https://grandtour.myswitzerland.com/en/">https://grandtour.myswitzerland.com/en/</a> <a href="https://www.visitportugal.com/en">https://www.visitportugal.com/en</a></p>
<b>DISCUSS</b>	<b>BEING HELPFUL</b>	<b>ECOLOGY</b>	<b>ANIMALS</b>
<p>13. What is more important: being healthy or having lots of money? Explain why you think so.</p> <p>14. If you had three wishes, what would you use them for ... and what might go wrong?</p> <p>15. Where would you go, if you could go anywhere in the world? Who would you want to go there with?</p> <p>16. What do you see as the biggest problem facing people your age today?</p> <p>17. Someone has to face their worst fear in order to prevent something terrible from happening. What are they so afraid of? Why do they have to face it?</p>	<p>18. With all of us at home, washing machines have been working over time. Do you know how to sort the clothes and put a load of washing on? You may need to ask someone in your house for help or follow these steps - <a href="https://www.thespruce.com/how-to-do-laundry-2146149">https://www.thespruce.com/how-to-do-laundry-2146149</a></p> <p>19. Do a job in the neighbourhood eg post a letter with a recipe to an elderly neighbour or to a grandparent, etc and walk to the nearest mailbox to post it.</p> <p>20. Spring-clean the pantry eg check the expiry dates on foods, store foods correctly in named, sealed containers. Discover some new cooking equipment in the process, put it to the test *with parent supervision in the kitchen at all times</p>	<p>22. Set-up a home garden project eg grow some herbs, plant some vegetables, garden with a parent to find-out about plants are growing at your house.</p>  <p>23. Set-up a compost bin</p>  <p>Recycle, reduce, reuse... when helping shop, prepare foods,</p>	<p>24. Visit the Zoo! Watch the animals in real time. <a href="https://www.zoo.org.au/animals-t-home/">https://www.zoo.org.au/animals-t-home/</a></p>  <p>25. Go Pro have produced 360 videos where you can dive with sharks and a bunch of other cool stuff. <a href="https://www.youtube.com/watch?v=psuZXyU7rW8&amp;list=PLSSPBo7OVSZt1kg5D2Z13-sBn9TqzTbUV&amp;index=13">https://www.youtube.com/watch?v=psuZXyU7rW8&amp;list=PLSSPBo7OVSZt1kg5D2Z13-sBn9TqzTbUV&amp;index=13</a></p> 

	21. Set the table for your family dinner at night or surprise them with some fancy serviettes you folded from researching designs online.	discarding food packaging, etc	
<b>LANGUAGES</b>	<b>BOOKS, FILM &amp; MUSIC</b>	<b>ENGLISH</b>	<b>MORE CREATIVE OPTIONS</b>
<p>26. Label the parts of your house in Japanese / French</p> <p>27. Play games outside with vocab – eg. Basketball where they can only have a shot at goals if they get a word correct.</p>  <p>28. Go for a walk with a recording on their headphones.</p> <p>29. Teach the words of a song or something to a sibling or parent.</p> <p>30. Cook a simple recipe written in the target language</p>	<p>31. There has never been a better time to immerse yourself in books, films and music. But, where to start? Look through these definitive lists of the greatest of all time and find something new (or old!) to read, watch or listen to.</p> <p>Books:  <a href="https://time.com/100-best-young-adult-books/">https://time.com/100-best-young-adult-books/</a></p>  <p>Films:  <a href="https://www.rottentomatoes.com/top/bestofrt/top_100_kids_family_movies/">https://www.rottentomatoes.com/top/bestofrt/top_100_kids_family_movies/</a></p> <p>Albums:  <a href="http://www.popvortex.com/music/100-greatest-albums/">http://www.popvortex.com/music/100-greatest-albums/</a></p> <p>32. Turn on your favourite song, nice and loud, and choreograph your best moves</p>	<p>Pick a writing prompt from the list below and see what you come up with.....</p>  <p>33. If you could meet any character from any book (or TV show or film), who would it be? What would you say to them, and what would they say to you?</p> <p>34. If you found a treasure chest buried in your garden, what would you most like to discover inside?</p> <p>35. Invent an imaginary sport. What are the rules? How does the scoring work? Who typically plays it?</p> <p>36. If you were invisible for a day, where would you go and what would you do? What is the best thing you've done this year? Why?</p>	<p>37. Take a family portrait. Assemble whoever is in your home - parents, siblings, dogs, cats, goldfish... and take a Lockdown portrait to remind of you of this time.</p>  <p>38. Take some photos that record how the pandemic has affected your community.</p> <p>39. Collect interesting objects and make a sculpture or mobile. Sketch or photograph interesting views or object</p> 

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## Parents

- Notify the College if your daughter is unwell and will not be present online for classes on any given day. This can be done through PAM in the usual way.
- Ensure student has a dedicated work area in the home.
- Ensure your daughter is up and working by 8:45am each morning for attendance.
- Encourage student to contact teacher directly for assistance.
- Contact IT helpdesk if your daughter is having difficulty with her laptop.
- Further resources and strategies for dealing with Covid-19 are on the school web page. <https://loreto.vic.edu.au/covid19communications/>
- Instead of e-mailing all your daughter's teachers please try to contact the Mentor Teacher.
- Your daughter's Mentor Teacher is primary contact with home. Subject teachers will contact Mentor Teachers before communicating home they you need to. This is to not overwhelm families with communication.
- Be aware please of online safety protocols and that your daughter is only using teacher set groups to communicate.





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## Important School Support Contacts for Parents

**Mentor Teacher** – for general concerns (Academic or Wellbeing)

Your daughter's Mentor Teacher should be who you contact first from the school regarding general concerns while learning remotely. Please check SIMON or PAM if you do not know who your daughter's mentor teacher is.

Staff e-mail will be: (first Initial) (full last name)@loreto.vic.edu.au e.g. Mary Ward would be [mward@loreto.vic.edu.au](mailto:mward@loreto.vic.edu.au)

**Year Level Coordinators** – for significant general concerns (Academic or Wellbeing)

### Year 7

Ian Stowe [istowe@loreto.vic.edu.au](mailto:istowe@loreto.vic.edu.au)  
Kelli Ibbotson [kibbotson@loreto.vic.edu.au](mailto:kibbotson@loreto.vic.edu.au)

### Year 8

Claire Canavan [ccanavan@loreto.vic.edu.au](mailto:ccanavan@loreto.vic.edu.au)  
Jennifer Leigh [jleigh@loreto.vic.edu.au](mailto:jleigh@loreto.vic.edu.au)

### Year 9

Shane Nankervis [snankervis@loreto.vic.edu.au](mailto:snankervis@loreto.vic.edu.au)  
Mick Walsh [mwalsh@loreto.vic.edu.au](mailto:mwalsh@loreto.vic.edu.au)

### Year 10

Bonnie Townsend [btownsend@loreto.vic.edu.au](mailto:btownsend@loreto.vic.edu.au)  
Scott Antonio [santonio@loreto.vic.edu.au](mailto:santonio@loreto.vic.edu.au)

### Year 11

Meaghan Hillman [mhillman@loreto.vic.edu.au](mailto:mhillman@loreto.vic.edu.au)  
Dan Larkin [dlarkin@loreto.vic.edu.au](mailto:dlarkin@loreto.vic.edu.au)

### Year 12

Suzie Fraser [sfraser@loreto.vic.edu.au](mailto:sfraser@loreto.vic.edu.au)  
Roger Morris [rmorris@loreto.vic.edu.au](mailto:rmorris@loreto.vic.edu.au)

**Director of Wellbeing** – for significant Wellbeing concerns

Kevin Robillard [krobillard@loreto.vic.edu.au](mailto:krobillard@loreto.vic.edu.au)

**Deputy Principal of Teaching and Learning** – for significant Academic concerns

Linda McDonald [lmcdonald@loreto.vic.edu.au](mailto:lmcdonald@loreto.vic.edu.au)

**Learning Diversity Team** – for PLP information and learning support

Louise Haintz - Year 7 and 8 [lhaintz@loreto.vic.edu.au](mailto:lhaintz@loreto.vic.edu.au)  
Jillian Hogbin – Year 9 and 10 [jhogbin@loreto.vic.edu.au](mailto:jhogbin@loreto.vic.edu.au)  
Kelli Ibbotson – Year 11 and 12 [kibbotson@loreto.vic.edu.au](mailto:kibbotson@loreto.vic.edu.au)

### VCAL Coordinator

Jill Wheatland [jwheatland@loreto.vic.edu.au](mailto:jwheatland@loreto.vic.edu.au)

### VCE Coordinator

Pam Harrison [pharrison@loreto.vic.edu.au](mailto:pharrison@loreto.vic.edu.au)

### School Counsellors

Beth Sutton, Brooke Nester, Lisa Fraser [Counsellor@loreto.vic.edu.au](mailto:Counsellor@loreto.vic.edu.au)

**IT Department** [helpdesk@loreto.vic.edu.au](mailto:helpdesk@loreto.vic.edu.au)

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## School Counsellor

- Students can still e-mail School Counsellors, however there will be no counselling sessions online due to legal reasons.
- The Counsellors role will be to ensure families have the information and contact details to community services.
- [counsellor@loreto.vic.edu.au](mailto:counsellor@loreto.vic.edu.au)

