

ONLINE LESSON DELIVERY MANUAL

Student and Parent Manual

27 MAY 2021

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

It is difficult to predict the impact of school closures on school assessment. The college will not set important assessment tasks during initial school closures. If closures are prolonged, we will notify students of the new directive. Any modifications to assessment guidelines for Year 12 students will be the responsibility of the VCAA (Victorian Curriculum and Assessment Authority).

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

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 the SIMON Learning Areas website. At the top is a navigation bar with the Loreto College Ballarat logo and the text 'Loreto COLLEGE BALLARAT | EST. 1875'. Below the logo is a horizontal menu with links: 'Resource Bookings', 'Learning Areas', 'School Lists', 'Profiles', and 'Student Attendance'. On the left side, there is a dark sidebar menu with icons and labels: 'Course Topics', 'Course Overview', 'Criteria Assessment', 'Task Management', 'Staff Resources', and 'Student Resources'. The main content area is titled 'Topic Resources' and shows a list of resources for 'Chemistry - Unit 3' and 'Fuels and combustion'. The resources are categorized into 'Curriculum Documents (89)', 'Web (2)', and 'Media (0)'. A table of resources is displayed with the following entries:

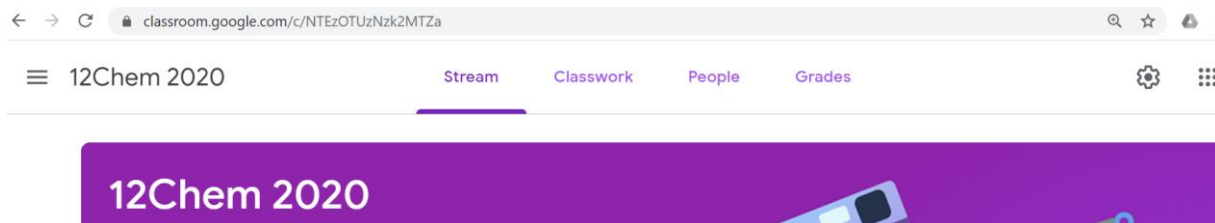
Name
2017 Unit 3 Chemistry KTT 1 Fuels Solutions.pdf
Chemistry U3&4 TEST 1 Energy from fuels_2017.pdf

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 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.

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.


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

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

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 Mentor classroom by 8:45am. 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.
- You will then take time to check your e-mails. Teachers will have set your work for the day by 9:00am on the day you have a lesson.
- Once you know what work is to be completed, try to keep to your School Timetable to ensure you balance your time between subjects.
- Teachers will schedule “real time” learning as per your timetable schedule, therefore there should be no conflict with other classes.
- **During “real time” classes, students MUST have their laptop camera turned on.**
- Teachers may not reply to e-mails after 4:00pm.

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 a number of areas.

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.
- Students and Staff may have one to one video conferences. These meetings 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 they need to attend to.
- 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.

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.
- Instead of e-mailing all of your daughter's teachers please try to contact the Mentor teacher.
- Mentor teacher is primary contact with home, subject teachers to contact mentor teachers before communicating home if 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.

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.

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

Year 7

Ian Stowe	istowe@loreto.vic.edu.au
Kelli Ibbotson	kibbotson@loreto.vic.edu.au

Year 8

Claire Canavan	ccanavan@loreto.vic.edu.au
Kay Drummond	kdrummond@loreto.vic.edu.au

Year 9

Shane Nankervis	snankervis@loreto.vic.edu.au
Mick Walsh	mwalsh@loreto.vic.edu.au

Year 10

Bonnie Townsend	btownsend@loreto.vic.edu.au
Scott Antonio	santonio@loreto.vic.edu.au

Year 11

Meaghan Hillman	mhillman@loreto.vic.edu.au
Tim Huff	thuff@loreto.vic.edu.au

Year 12

Suzie Fraser	sfraser@loreto.vic.edu.au
Roger Morris	rmorris@loreto.vic.edu.au

Director of Wellbeing – for significant Wellbeing concerns

Kevin Robillard	krobillard@loreto.vic.edu.au
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Deputy Principal of Teaching and Learning – for significant Academic concerns

Linda McDonald	lmcdonald@loreto.vic.edu.au
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Learning Diversity Team – for PLP information and learning support

Karen Bambridge-Year 7	kbambridge@loreto.vic.edu
Louise Haintz - Year 8	lhaintz@loreto.vic.edu.au
Jillian Hogbin – Year 9 and 10	jhogbin@loreto.vic.edu.au
Kelli Ibbotson – Year 11 and 12	kibbotson@loreto.vic.edu.au

VCAL Coordinator

Jill Wheatland	jwheatland@loreto.vic.edu.au
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VCE Coordinator

Suzie Fraser	sfraser@loreto.vic.edu.au
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School Counsellors

Beth Sutton, Lisa Fraser	Counsellor@loreto.vic.edu.au
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IT Department

	helpdesk@loreto.vic.edu.au
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What it looks like from home for teaching and education support staff

Teaching and Education Support Staff

Teachers will

- Set work for the day by 9:00am when they have a scheduled class for that day.
- Schedule online meeting times only when they would normally have classes in the timetable. This may happen once or twice a week.
- Inform Mentor teachers of ongoing issues with Students not completing online work.
- Try to keep to normal working hours where possible.
- Does not have to answer e-mails after 4pm from students.

Contact with students

This is dependent upon how often a class has lessons. Teachers are expected to set work for each day they would normally teach a class. However, we recognise that one set of instructions may be enough work for time normally set for two lessons. The below instructions will act as a minimum for student instructions from teachers.

- A class that has 7 – 9 lessons a fortnight will have a minimum of two correspondence a week. This will include at least two replies or submission of work from students as record of attendance.
- Classes with 6 or less lessons scheduled for a fortnight will have a minimum of one correspondence a week. This will include at least one reply or submission of work from students as record of attendance.
- We do recognise that for some lessons, such as Felicitous Life, work will not be set in the same way. In this case the Year Level Coordinators, and at times Mentors, will continue to place Mental Health strategies front and centre with their daily and weekly messages.

VCE teachers will

- Provide direction for each period of what the student should be doing. This direction should be sent out each day that you have a timetabled period.
- Provide direction on what the student has to return to the teacher to indicate engagement in the lesson content
- Be available online to communicate with class during any double you might have.
- Formal SAC tasks will be rescheduled depending on the length of the current lock down.

For Yr 7-10 teachers will

- Provide clear direction for each period of what the student should be doing.
- Provide clear direction on what students need to complete and submit to indicate engagement in the lesson content. This should address learning outcomes or objectives.
- Being available online to communicate with class during any double you might have.

Year Level Coordinators

The main role of Year Level Coordinators and Mentors will be to have communication with the relevant year levels. The purpose is to keep the sense of Loreto community happening.

- YLC to continue to send out weekly e-mail to Year Level to keep students informed of developments.
- Continue to support student and families at this time.
- Be aware of wellbeing information notices online to support students and parents.
- Daily Bulletin in Simon will continue, but not sure how much use it will get.

Note: External Excursions have been postponed for the time being.

Mentor Teachers

- Mentor teacher will begin each day of our virtual learning days by posting a message on the Stream of Google classroom. E.g. "Good morning students. Please check in for Friday 26/03/2020". Students will then post a comment to the message along the lines of "Good Morning, I'm here"
- Students should post their comment at the latest by 9:30am.
- Mentor teacher will then enter the attendance for the day and absences will be followed up as normal.
- Student Reception staff will be the voice if a parent contacts Loreto in the event of a complete shutdown. They will continue to monitor rolls in Simon, check recorded messages on the school number and will follow up absences.
- Mentor teacher should be the main contact of a family with the school and the staff member to contact home so that parents are not overwhelmed with staff communication.

School Counsellors

- Students can still e-mail School Counsellors, however there will be no counselling sessions online due to legal reasons. counsellor@loreto.vic.edu.au
- The Counsellors role will be to ensure families have the information and contact details to community services. Please e-mail them if you need information about community help during this time.
- If you wish to request a face to face appointment, this will be via Telehealth. You will need to email to make an appointment directly to counsellor@loreto.vic.edu.au. A counsellor will then set up an appointment with you subject to time availability.

Library

- The Library will be closed during the period of remote learning. For any assistance, including with eBooks and online information resources, please send an email to library@loreto.vic.edu.au