

ONLINE LESSON DELIVERY MANUAL

Student and Parent Manual

APRIL 2020

LORETO COLLEGE BALLARAT



Loreto
COLLEGE BALLARAT | EST.1875

Contents

Introduction	3
General Information for Parents	3
Assessment.....	3
Expectation of Students.....	4
On each school closure day	4
How we will Facilitate Learning	5
The four main learning platforms.....	5
1. SIMON Learning Areas	5
2. Google classrooms	6
3. Microsoft Teams OneNote	6
4. Edrolo (VCE students only).....	7
Actions Required by Students & Staff.....	8
Troubleshooting.....	8
On-Line Learning & Wellbeing	9
What it looks like from home for Students and Parents	9
Students.....	9
Student Protocol	10
Student Digital Etiquette	11
Parents.....	12
What it looks like from home for Teaching and Education Support Staff.....	13
Teaching and Education Support Staff.....	13
Year Level Coordinators	15
Mentor Teachers.....	15
School Counsellors	16

Introduction

As indicated by Premier Andrews due to the COVID-19 all students if they can be educated at home must be, therefore Loreto College learning will be delivered online to students. Those students who cannot be educated at home will be supervised at school.

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

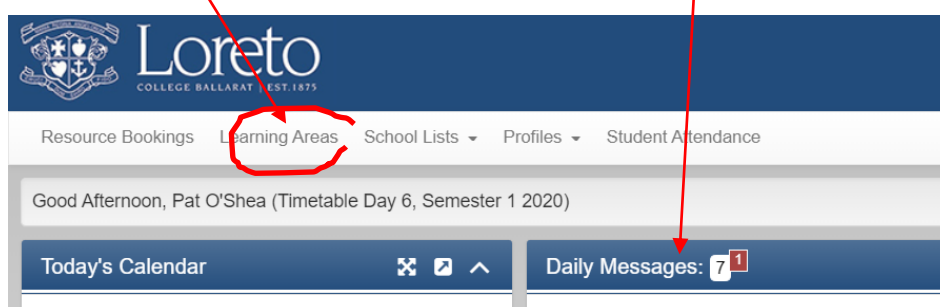
It is an expectation that each student will 'mirror' their normal day at school as closely as possible to minimise any impact on her learning of a school closure.

On each school closure day

1. Students will begin each day at 8:50am by signing into their Mentor Google classroom and by posting on the current days thread that they are present. Absences will be followed up in the normal manner.
2. Log in to Outlook to check your daily emails. Keep Outlook open during the day to maintain classroom discussion.
3. Be aware of online meeting times with your teachers or when they will be available online in real time. Teachers have been instructed to only plan meeting times when classes are normally timetabled.
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 send directions of activities to cover for each class by 9:00am on the days of normally timetabled lessons. Complete the tasks as directed or seek assistance from your teacher. Teachers will ask for more feedback than usual so they can be flexible with program delivery.
6. 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

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

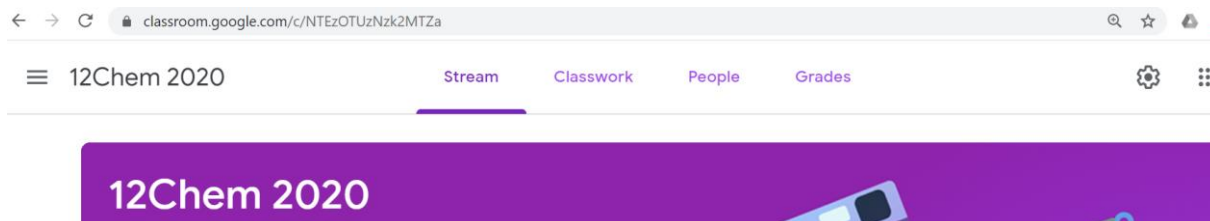
The screenshot shows the SIMON Learning Areas website. At the top is a navigation bar with the Loreto College Ballarat logo and the text 'Loreto COLLEGE BALLARAT | EST. 1875'. Below the logo is a horizontal menu with links: 'Resource Bookings', 'Learning Areas', 'School Lists', 'Profiles', and 'Student Attendance'. On the left side, there is a dark sidebar with icons and labels for 'Course Topics', 'Course Overview', 'Criteria Assessment', 'Task Management', 'Staff Resources', and 'Student Resources'. The main content area is titled 'Topic Resources' and has tabs for 'Curriculum Documents (89)', 'Web (2)', and 'Media (0)'. Under 'Curriculum Documents', there is a tree view showing 'Chemistry - Unit 3' expanded, with 'Fuels and combustion' selected. Below this, there are links for 'Assessment Tasks', 'Exams', 'Homework [files: 2]', 'Media [files: 1]', 'Official Documents', and 'Practice Tests [files: 7]'. On the right, there is a table with a header 'Name' and two rows of document titles: '2017 Unit 3 Chemistry KTT 1 Fuels Solutions.pdf' and '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

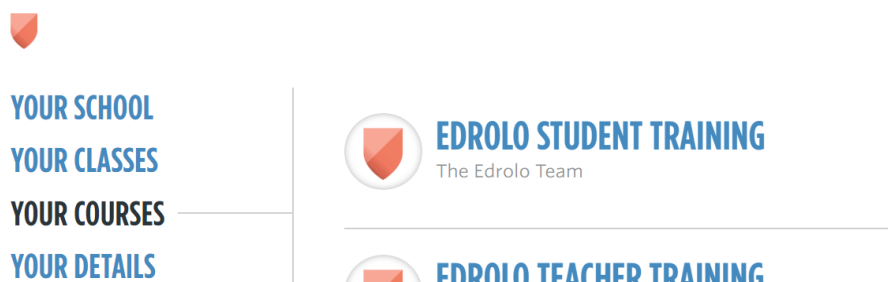


Teachers who use OneNote often have their board work for each lesson recorded here, often with annotations or solutions. Students can complete work directly in OneNote for the teacher to see.

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.



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

Additional Platforms

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.*



Actions Required by Students & Staff

1. Please check that you can access all relevant platforms at home.

Troubleshooting

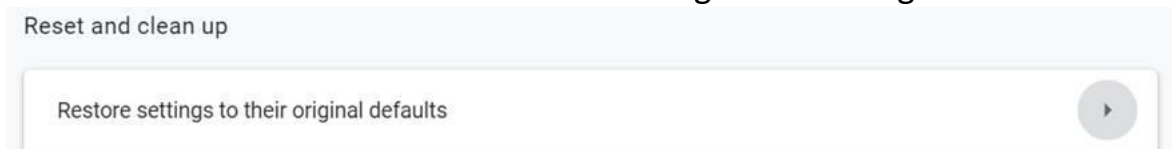
The IT Team will be providing support to students as normal throughout this period. Any issues and laptop repairs can be logged by emailing helpdesk@loreto.vic.edu.au

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 t



2. Scroll to the bottom and select Advanced
3. Scroll to the bottom and select 'Restore settings to their original defaults'



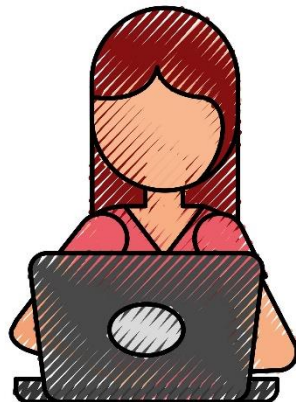
4. Select Reset Settings

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 classroom stream and saying you are online by 9:00am. Your mentor will post a message and you will 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 the College 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 only schedule “live help” or “class time meetings” 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 do not need to reply to e-mails after 3:30pm.



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 should not be having one to one video conferences. Use voice only in these situations. Video can begin with two or more students present.

In the case of private music or speech & drama tuition, one to one video conferencing may occur. As an additional safety measure, tutors will record each lesson.

- 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 8:50am 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 the primary contact with home, subject teachers will 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.



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.
- Not have to answer e-mails after 3:30pm 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.

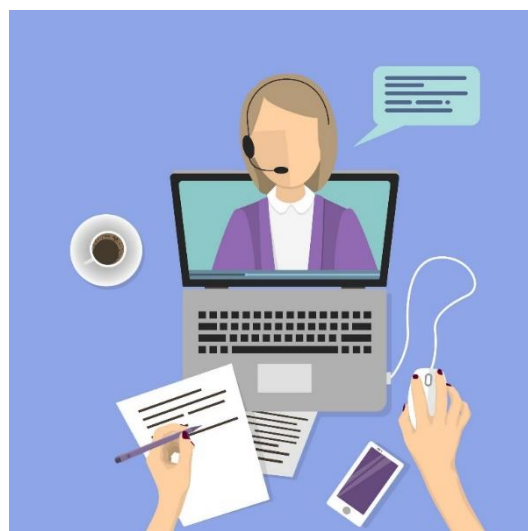
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- In the case of private music or speech & drama tuition, one to one video conferencing may occur. As an additional safety measure, tutors will record each lesson. Tutors are also requested to invite the Learning Leader: Co-curricular Music to each lesson.

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.
- No Formal SAC tasks will be completed online from home; however, teachers will be requiring assignments to be completed as evidence of understanding.

For Year 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.
- Be 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.

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 Wednesday 15/04/2020". 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 & Parents

- Students can e-mail School Counsellors on counsellor@loreto.vic.edu.au
- Support provided to the students may include information and psychoeducation, online contact via email or telehealth and referral to appropriate external services.
- The Counsellors role will also include ensuring families have the information and contact details to community services. Please e-mail them if you need information about community help during this time.

VET Students

The following arrangements will be the same for all VET Programs during term 2:

- **Students are to be available for their VETDSS Program at the usual timetabled times:**
 - **Second year students - Tuesdays from 1.45pm – 5pm**
 - **First year students – Thursdays from 1.45pm – 5pm**
(unless the timetable states different times or your Program teacher advises differently).
- **Students must be ready to commence class at 1.45pm as Program teachers will be recording student attendance as per normal Highlands LLEN VET Cluster procedure.** Attendance is compulsory unless a child has an approved reason for their absence. i.e. illness.

