

# ONLINE LESSON DELIVERY MANUAL

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Teaching and Education Support Staff Manual

APRIL 2020

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LORETO COLLEGE BALLARAT



**Loreto**  
COLLEGE BALLARAT | EST. 1875



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# 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 workspace 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).



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# Expectation of students

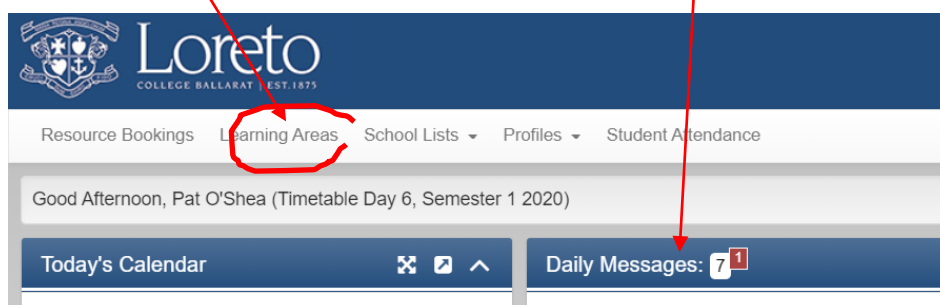
It is an expectation that each student will 'mirror' their normal day at school as closely as possible to minimise any impact on her learning of a school closure.

## 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.
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 a web browser window with the URL [simon.loreto.vic.edu.au](https://simon.loreto.vic.edu.au). The page features the Loreto College Ballarat logo and navigation links: Resource Bookings, Learning Areas, School Lists, Profiles, and Student Attendance. A sidebar menu on the left includes 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' > 'Fuels and combustion'. The resources include Assessment Tasks, Exams, Homework (2 files), Media (1 file), Official Documents, and Practice Tests (7 files). A table of files is displayed with the following entries:

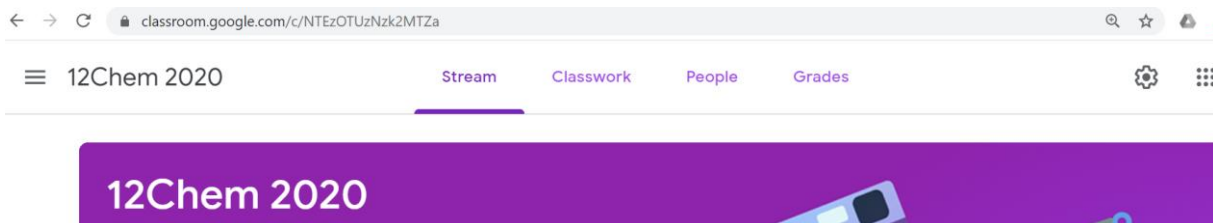
Name
2017 Unit 3 Chemistry KTT 1 Fuels Solutions.pdf
Chemistry U3&4 TEST 1 Energy from fuels_2017.pdf

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

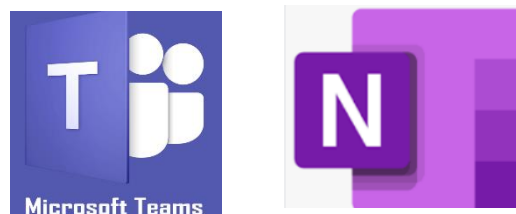


All Mentor Groups and many teachers have set their classes up in google classrooms. If the teacher 'posts' students from google classrooms they will receive a notification. Please follow up any notifications.



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

## 3. Microsoft Teams and OneNote



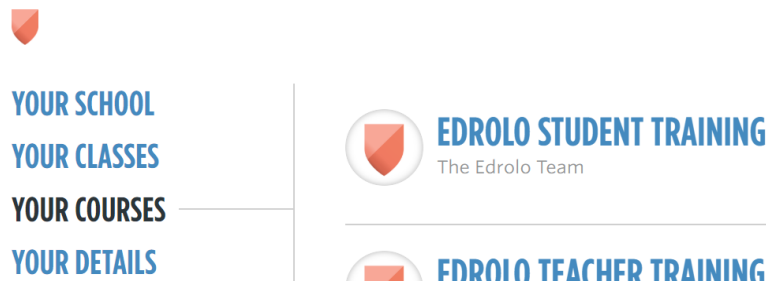
Teachers who use OneNote often have their board work for each lesson recorded here, often with annotations or solutions. Students can complete work directly in OneNote for the teacher to see.

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



## 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.*



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## Actions Required by Students & Staff

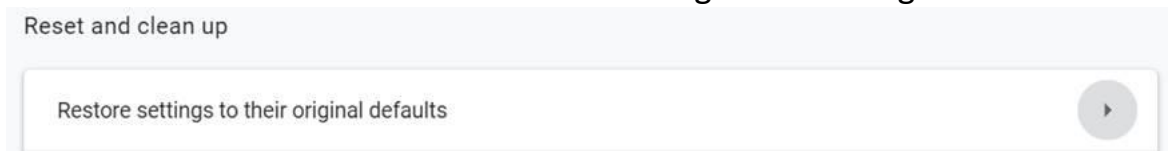
1. Please check that you can access all relevant platforms at home.

## 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](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



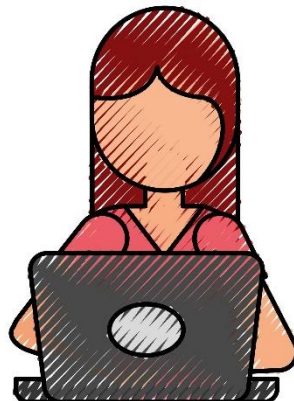
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# On-Line Learning & Wellbeing

## 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 9:00am. 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 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.
- 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.



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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.
- 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. Tutors are also requested to invite the Learning Leader: Co-curricular Music to 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.

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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 8:50am 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 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.



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## What it looks like from home for Teaching and Education Support Staff

### Teaching and Education Support Staff Expectations

We are moving towards online learning. We need to extend a sense of care towards our students, to be flexible and patient. It will be a stressful time for everyone, and your class will not always be the student's priority.

### Daily Routine

- Mentor Teachers will begin each day by posting each morning in the Mentor Class stream. Example "Good morning girls. Please sign in for Wednesday 15/04/2020". This will be recorded in Simon as normal.
- Any important messages will be in the Class stream for students to see along with weekly Year Level Coordinator e-mails. Daily notices in Simon will also continue.
- Teachers will ensure work is set by 9:00am for lessons on days where they would normally have a class timetabled.
- Teachers will ensure students are aware of "live" meeting times or available at their computer. This will happen during normally scheduled lesson times so as to not have conflict with another subject.
- Inform students of work that needs to be submitted and how to do this.
- Follow up with Mentor Teachers when students are not participating online or submitting work.
- It is preferred that subject teachers not contact home if possible, instead let Mentor teachers know there is a concern. Example if you have not heard from a student in a while let the mentor teacher know. Mentor teacher will e-mail the student's teachers and see if it is part of a bigger concern or not. (more on this in the Mentor Section)

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## Method of Delivery

- It is preferred to drip feed information to students instead of all teachers submitting an avalanche of work on a Monday each week for students to complete. We need to scaffold how we would like students to work and set appropriate amount for each day. Students are not as good a time management as we might think.
- If you are setting work for the day it should be ready for the student by 9:00am on the day you teach the class.
- Only schedule online meeting times when you would normally have your classes in the timetable.
- No one-to-one video conferencing. If you are helping one student in real time use voice only. This is for your safety. You can turn on video conferencing when more than one student is present.
- Inform Mentor teachers of ongoing issues with students not completing online work.
- The preference is for subject teachers to not contact parents where possible.
- 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.
- Parents have been told to contact Mentor teacher if there is a message all teachers of that student should know.
- Try to keep to normal working hours where possible.
- You do not answer e-mails after 3:30pm from students if you don't normally do this!
- If staff member is not well and able to work (for a prolonged period of time) online please call Christina and notify your Head of Faculty and your subject team leaders. Christina will let Leadership know.

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## Instruction Time 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 by 9:00am on that day. However, we recognise that sometimes, 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. Please keep a record of this as your attendance in the class, however, this will not need to be entered into Simon.
- 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. Please keep a record of this as your attendance in the class, however, this will not need to be entered into Simon.
- 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.
- 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.





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## Key Principals of Setting Work

- Break learning into smaller chunks.
- Be clear about expectations for online participation.
- Provide immediate (or at least frequent) feedback through online knowledge checks, comments on collaborative documents and chat to keep students motivated and moving forward.
- Include virtual meetings, live chats or video tutorials to maintain a human connection.
- Students will be stressed and will need time to adjust. Provide ongoing manageable and achievable goals to work according to normal student timetables. Listen to feedback and communicate frequently. We will have to adjust as we go.
- Remember to check Personal Learning Plans (PLPs) and provide suitable work.
- Be creative in using resources students may have at home to change things up and keep them interesting.

### **For VCE teachers, this will entail:**

- 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 by 9:00am.
- Direction on what the student has to return to the teacher to indicate engagement in the lesson content with a set timeline.
- Being available online to communicate with your class during any double you might have.
- Letting the mentor know if you have lost contact with the student for more than two days.
- No Formal SAC tasks will be completed online from home; however, teachers will be requiring assignments to be completed as evidence of understanding.

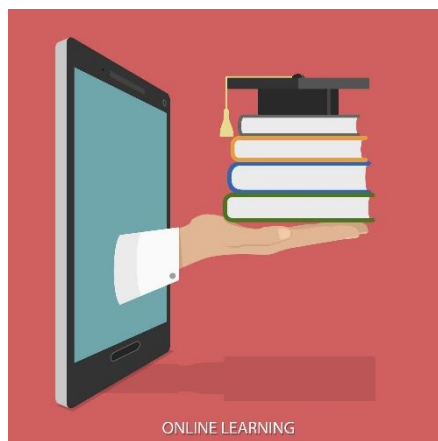
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## For Year 7-10 teachers, this will entail:

- Clear direction for each period of what the student should be doing set by 9:00am on the day they have a scheduled class.
- 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 your class during any double you might have.

## General advice for setting work

- Keep it simple
- Tasks need to be clear
- Tasks need to be mindful of available resources
- Look for ways to get responses from students to measure their level of progress
- Assign some tasks that get the student up moving away from devices if possible.
- Do not offer too much choice
- Prioritise core material for your course



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## Year Level Coordinator Expectations

The main role of Year Level Coordinators and Mentors will be to have communication with your relevant areas. The purpose is to keep the sense of Loreto community happening. Below are guidelines of how we hope this will look:

- YLC to continue to send out weekly e-mail to Year Level. Continuity and community need to be continued. This will be the main way to send messages to students.
- Support Mentor teachers if they are overwhelmed.
- Be aware of wellbeing information sheets for students and parents. These are also on the school web page. In your weekly e-mails keep referencing different parts to keep it front and centre. This also keeps our message consistent.
- Daily Bulletin in Simon will continue, but not sure how much use it will get.
- If/when we do return, Sandwich makers and microwaves will be removed and stored until Coronavirus has completely passed for all Year Levels. Parents will need notice of this prior to return.



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## Mentor Expectations

Mentors continue to have an important place at the centre of student wellbeing. The importance of your role can not be understated to ensure our stability of operations during this unprecedented time. We thank you in advance and understand some aspects will continue to evolve along the way.

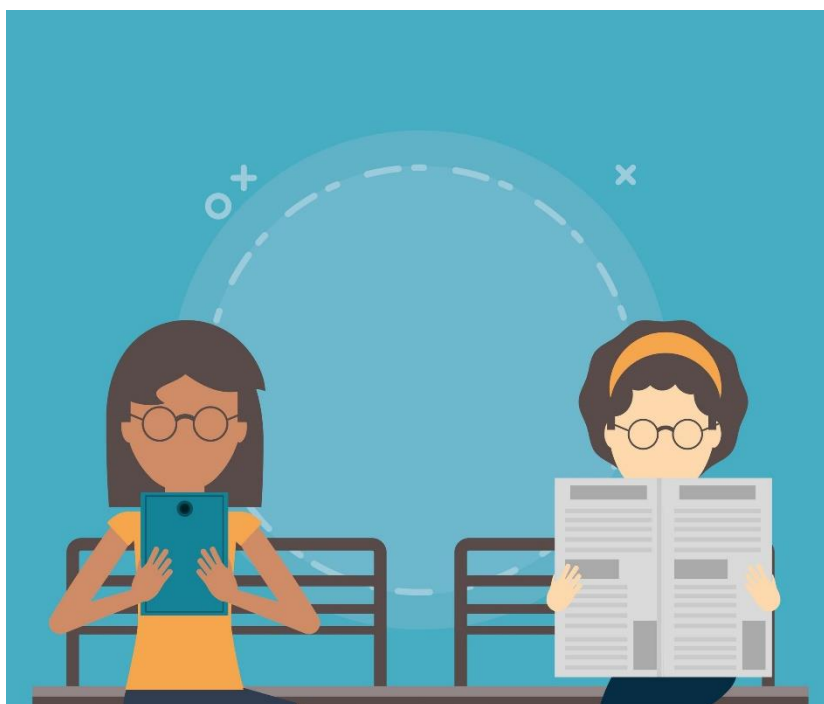
- Mentor teacher will begin each day of our virtual learning by posting a message on the “Stream” of Google classroom. E.g. “Good morning students. Please check in for Friday 26/03/2020”. Students will then post a comment to the message along the lines of “Good Morning” or “I’m here”.
- Students should post their comment at the latest by 9:30am.
- Mentor teacher will then by 10:00am enter the attendance into Simon for the day and absences will be followed up as normal.
- Sandra Nicol, Monica Callander-Musgrove or another office support worker will be working from home. They will check rolls in Simon and be the first responders to follow up absences.
- If assistance is needed Sandra or Monica will e-mail the student Mentor teacher, who will then send out an e-mail to all teachers of that student through Simon, to see if the absent student has been active in any online learning.
- If they have been active Mentor teacher to follow up.
- If the student has not had online presence in any with any subject Mentor teacher to pass information onto Year Level Coordinators.
- We are asking Mentor teachers to be the main contact home so that parents are not overwhelmed with staff communication.
- It is preferred that subject teachers not contact home if possible, instead let Mentor teachers know there is a concern. Example if you have not heard from a student in a while let the mentor teacher know. Mentor teacher will e-mail the student’s teachers and see if it is part of a bigger concern or not.
- Parents have been requested to contact Mentor teachers if they are not receiving any work for their daughter or have enquiries. It is easier for Mentors to e-mail all the students’ teachers instead of 10 different conversations going on for a Parent with all the different teachers.

- Mentors have been e-mailed a list of students that have limited access to the internet. If you haven't received an e-mail then no students in your Mentor group are on our radar for lack of internet.
- In extreme cases of restricted access, staff are asked to not to e-mail any work to the student. Instead e-mail it to their Mentor. The Mentor will then collate the work in a word document then send out one or two e-mails a week to the student. This decreases the time the student needs to download instruction and decreases the data used by the family. We don't want students with limited access to the internet to log in and have a hundred e-mails. (Only one case of this but just to be aware)

## VET Students expectations

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.**



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## School Counsellors

### Information for Staff on what the counselling staff will be providing

- Students can e-mail School Counsellors on [counsellor@loreto.vic.edu.au](mailto:counsellor@loreto.vic.edu.au)
- Support provided to the students may include providing students with 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.
- Counsellors will be providing information to Year Level Coordinators regarding information to be sent in the weekly Year Level Messages for maintaining good Mental Health.
- If you as a teacher need assistance directing students feel free to contact them as well at [counsellor@loreto.vic.edu.au](mailto:counsellor@loreto.vic.edu.au)

### AccessEAP

If you need assistance in any way for your own mental health, and it is beyond what you think contacting another member of staff can offer during these uncertain times, please call the number below.

**AccessEAP (Employee Assistance Programs) – program for staff to access counsellors free in person or on the phone. 1 800 818 728**

