



24 March 2020

Dear Parent/Caregiver,

## RE: REMOTE/ONLINE LEARNING & TEACHING PLAN

No doubt you are aware that on Monday 23 March there were additional announcements from our Federal and State Government with regard to COVID-19 and schools. Gladys Berejiklian confirmed that schools would remain open, however, she encouraged parents to keep their children at home:

"In relation to schools, I want to stress that schools will remain open. However, for practical reasons, we'll be encouraging parents to keep their children at home to ensure there is one single unit of teaching," she said. "For the parents who are workers and have no option to stay home schools are safe to attend. No child will be turned away from school. Online learning options will be provided for the remaining three weeks of Term One".

### What this mean for St John Paul II Catholic College?

From Wednesday, 25 March, we are expecting all families to keep their children at home unless their parents/carers are working in emergency, education or essential services and they are unable to provide supervision at home.

From Thursday, 26 March, we will be moving to our online learning platform outlined in this information letter and further communications via Google Classroom for each year group.

For those who require their children to attend school, we will be providing supervision at school. However, these students will be participating in the same online learning program provided to those who are at home. Students at school will be supervised by school staff to access the remote learning materials but will not participate in traditional classroom learning. There will be no canteen facilities available for students during this time.

Please complete the [St John Paul II School Attendance Form](#), should you need your son/daughter to attend the College from Thursday 26 March until the end of term 1. As written in Mr Whitby's letter of 23 March – "Of course, a different approach to attendance will be necessary with some students continuing their learning at home. Discussions with the authorities about how attendance should be recorded in this situation are ongoing. We will keep you updated on this issue as we learn more."

The final day of the term will be Thursday, 9 April 2020 and the school holiday period remains unchanged. Unless advised otherwise by government, we are planning to continue to provide students with a fully developed remote/online learning experience from the start of Term 2 (Tuesday 28 April 2020).

We do apologise for the inconvenience that these changes will cause. However, these are the unprecedented measures that we need to take as a broader community to ensure that we are supporting the national efforts to stem the spread of COVID-19.

Your Sincerely

*J Fanning*

J Fanning  
Principal

## REMOTE/ONLINE LEARNING & TEACHING PLAN

**ALL CLASSES WILL RUN AS PER THE REGULAR TIMETABLE** – except for the practical classes.

### STUDENT EXPECTATIONS:

All students will be expected to engage in online, blended and independent learning appropriate to their stage. Teachers will provide resources to support learners through Google Classroom.

Learners will be expected to engage in online communications in accordance with the schools' Responsible Use of ICT Policy. Students are encouraged to wear school uniforms for part of their day to establish formalities around learning time and particularly for any video communications with their teachers.

1. Engage with learning activities on Google Classroom for each of their subjects/courses during each timetabled lesson.
2. Follow the Remote/Online Learning Expectations for their Year group.
3. Charge their laptops/chromebooks daily and should ensure that they have all necessary online resources, including access to online textbooks and all Google Classrooms, and that they are working functionally on their laptop/chromebook.
4. Log on to their device by 8.00am each morning to check daily notices and their College email accounts.
5. Participate in lessons according to regular timetable.
6. Must work in a space which is de-identified (not their bedroom) when participating in ZOOM lessons. A desk or table is recommended.
7. Check emails regularly throughout the day for work allocated.
8. Check your Google Classroom regularly throughout the day for work allocated.
9. Follow teacher directions given regarding learning and teaching for their subjects.
10. Pay close attention to timeframes for work that needs to be completed.
11. Be proactive and communicate with your teachers via Google Classroom and email if you require clarification during normal school hours.

### ROLE OF THE FAMILY AND PARENTS/CARERS

Families have a significant role in supporting their children's learning. We recognise that individual circumstances may vary significantly.

1. Provide updates on a student's health which may prevent them from completing work.
2. Install the Compass APP and turn notifications on so you can receive instant updates.
3. Check in with your child regularly and ask what work they have been given and when it is due.
4. Allocate timeframes for your child to complete work.
5. Check your own email regularly as teachers will also communicate with you about the work, they have set for the student.
6. Some emails from Compass may go into your spam/junk folder, please ensure you move these to your inbox.
7. Encourage your children to wear their College uniform whilst they complete online learning.

### ROLE OF THE TEACHING STAFF

1. Google Classroom is a collaborative online platform. As such, we envisage that teachers will be able to deliver lessons, answer student questions and provide feedback.
2. Teachers will engage students in their learning through a variety of teaching and learning strategies available through Google Classroom, including Google Docs and Google Slides, ClickView, video and audio files, Education Perfect, email and Compass notifications. Learning modules, collaborations, discussions, quizzes and peer feedback can also be utilised to ensure student learning. There will also be the possibility of online live lessons via Zoom.
3. Year 11 and 12 students have access to Edrolo - an online learning resource for several subjects designed specifically for senior students covering syllabus outcomes.
4. Teachers will respond to student inquiries within 48 hours. More extensive feedback on work would be provided in the usual turnaround times.

- Teachers will not be required to be available for online lessons or feedback out of the usual timetabled school hours.
- If a teacher cannot be available to design, upload and monitor their lessons, they will communicate their absence via email to their classes. Students should continue to complete their work independently and the teacher will review their work when they return.
- If a classroom teacher notices a pattern of absence and/or non-engagement, they will report this to the student's Learning Community Facilitator - Subject.
- Teachers will only communicate with students via our school learning platform outlined above and via their school email account.

### **Year 10, 11 & 12 FORMAL ASSESSMENT SCHEDULES**

- We are monitoring NESA's advice and will implement any of their directives about learning and assessment. Students will continue to complete assessment tasks as scheduled. Submission of all tasks should occur at the specified time and date to avoid a penalty.
- Students where necessary can attend school to complete their assessment task.
- If school is totally closed, scheduled in class tasks will be revised and essential practical tasks will be rescheduled. It is possible that some tasks will be redesigned so that they can be completed at home and submitted electronically.
- Failure to complete assessment tasks will require appropriate medical documentation as per the requirements stipulated in the relevant assessment College handbooks located on Compass/ School Documentation.
- If there are any changes to dates of assessment tasks, official notification will be sent to the students ensuring adequate notice is provided.
- Students in Year 12 who are completing Major Works for HSC Courses can continue to work on these projects at home, however, they must document this via photographic and video evidence which must be provided to their teachers on request. We will continue to liaise with the relevant NESA personnel to ensure that we are adhering to their guidelines.
- NESA recognises teachers, students and parents are concerned about the rapidly evolving COVID-19 situation, particularly the impact on senior students. Please be assured that the health and safety of students and school staff are NESA's priority. Information is constantly being updated regarding the unprecedented COVID-19 pandemic on the NESA website: <https://educationstandards.nsw.edu.au/wps/portal/nesa/about/news/novel-coronavirus>

### **Year 7, 8 & 9 FORMAL ASSESSMENT SCHEDULES**

- In the event of a total school closure, academic reporting deadlines may need to be amended, depending on the duration of the closure.
- The Assistant Principals and the Learning Community Facilitators - Subject will review any assessment tasks which are scheduled during the closure and advise students via the Year group Google Classroom of the approach which will be taken.
- If required, formal assessment tasks will be rescheduled for a later date. Alternatively, Learning Community Facilitators-Subject will, where possible, adapt the task so that it can be completed remotely.
- Normal school protocols related to the submission of assessment tasks will remain in place.

### **ICT SUPPORT**

If students require any assistance with technology, please contact:

#### **ICT Support**

Connectivity, login/passwords

**Shaneel Datt** - [sdatt2@parra.catholic.edu.au](mailto:sdatt2@parra.catholic.edu.au)

**Mitchell Hine** - [mhine2@parra.catholic.edu.au](mailto:mhine2@parra.catholic.edu.au)

**Sean Mien** – [smien1@parra.catholic.edu.au](mailto:smien1@parra.catholic.edu.au)

#### **eLearning**

Google Classroom, Education Perfect, Edrolo

**Layn Mellish** - [lmellish@parra.catholic.edu.au](mailto:lmellish@parra.catholic.edu.au)

**Michael Kelly** - [mkelly2@parra.catholic.edu.au](mailto:mkelly2@parra.catholic.edu.au)

## ADDITIONAL RESOURCES:

### College Counsellor

**Martin Graham** – [mgraham@parra.catholic.edu.au](mailto:mgraham@parra.catholic.edu.au)

Mr Graham will continue counselling with students electronically so that support and assistance can be maintained without interruption. He will also be available for new referrals from parents or from students themselves.

### College Careers Advisor

**Rasha Fitzsimons** – [rfitzsimons@parra.catholic.edu.au](mailto:rfitzsimons@parra.catholic.edu.au)

### Diversity Team

**Margaret Vrdoljak** - [mvrddoljak@parra.catholic.edu.au](mailto:mvrddoljak@parra.catholic.edu.au)

The Diversity Team will be available each day to offer online support to students who require adjustments. Diversity Team members will check in with students they support via email and will continue to support remotely.

## Wellbeing of Families and Young People

It is understandable that during times like this, people may be afraid, worried, anxious and overwhelmed by the constantly changing alerts and media coverage regarding the spread of the virus. While it is important to stay informed, the following are some mental health and wellbeing tips and strategies to continue to look after ourselves and others.

- Manage your exposure to media coverage as this can increase feelings of fear and anxiety.
- Follow a “calm yet cautious” approach – do your best to remain calm and be mindful not to contribute to the widespread panic that can hinder efforts to positively manage the outbreak.
- Show compassion and kindness to one another – these times of fear, isolation (both physical and social) and uncertainty are when it is most important that we strengthen our sense of community by connecting with and supporting each other.

If there is someone you think may struggle through social isolation, it is important to reach out to them and let them know you care:

- Call them and check on their welfare
- Send an email or text message
- Leave a note under their door
- Don't underestimate the power you have to offer hope to another person.

## Helping Children Cope

- Give children extra attention and reassurance. Where possible, minimise their exposure to media and social media that may heighten anxiety.
- Acknowledge your own feelings about the situation and let children know it is okay to share their own feelings.
- Include your children in plans and activities around the house.
- If you are concerned for your child's mental health and wellbeing and this is still a concern over a 4-week period, seek professional help (earlier if needed).

## Where to seek help for mental health:

- School Counselling at JP2 <https://sites.google.com/a/parra.catholic.edu.au/tsc-counselling/home-1>
- Kids Helpline 1800 55 1800 <https://kidshelpline.com.au/>
- eheadspace <https://headspace.org.au/eheadspace/>
- Reach Out <https://au.reachout.com/>
- Youth Beyondblue <https://www.youthbeyondblue.com/>
- eSafety Commissioner <https://www.esafety.gov.au/>
- Lifeline 13 11 14 <https://www.lifeline.org.au/>