



8 July 2021

Dear Parent/Carer,

## RE: REMOTE/ONLINE LEARNING & TEACHING PLAN

As you would now be aware, Premier Berejiklian has confirmed that the NSW lockdown will be extended for one week. This means that for Week 1 Term 3, remote learning will be in place in our schools for the week.

In line with State schools, all CEDP schools have been granted a pupil-free day on Day 1 of Term 3 Monday 12 July. This will be an opportunity for all schools to use the day to plan for remote learning for the week.

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

- **Monday 12 July** – Pupil Free Day and Staff Remote Online Learning Planning Day.
- **Tuesday 13 July to Thursday 15 July, period 4** – Remote Online Learning Platform, this is outlined later in this information letter and further communications on how to set up for Zoom lessons will be communicated to all families via Compass and or Google Classroom.
- **Thursday 15 July** – Regarding the students' timetable not all lessons can be completed via remote/online learning. When the following lessons are listed the students are to use this time to complete formal assessment and other learning tasks.
  - Year 7- 12 Thursday Learning Enrichment – Periods 5 and 6
  - All representative sport has been cancelled for Week 1 Term 3
- **Thursday 15 July** – 3.00pm – 7.00pm online Zoom Parent/Teacher/Student Interviews
- **Friday 16 July** – 8.00am – 2.15pm online Zoom Parent/Teacher/Student Interviews. To allow teachers to be available for the Zoom interviews, students are to use this time to complete formal assessment and other learning tasks.

I want to reassure families of children who need to be at school during this time (children of essential workers, vulnerable students, or students who have no other supervision options) that onsite supervision will be available 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 contact the College on 9208-7200, should you need your son/daughter to attend school during this time.

Thanks again for your understanding as we continue to respond to COVID-19 together. As you can appreciate the current arrangements are subject to change in very short timeframes. We will keep you updated!

Your Sincerely

J Fanning  
Principal

## REMOTE/ONLINE LEARNING & TEACHING PLAN

**ALL CLASSES WILL RUN AS PER THE REGULAR TIMETABLE** – except for the practical classes, this will be replaced with theory lessons.

### 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.
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 and must work in a space which is de-identified (not their bedroom). A desk or table is recommended.
6. An expectation that when using ZOOM, you are required to have your camera turned on
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 and submit all required set work.
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.
5. Teachers will not be required to be available for online lessons or feedback out of the usual timetabled school hours.
6. An expectation that when using ZOOM, you are required to have your camera turned on.
7. 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.
8. 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.
9. 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**

1. 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.
2. Students where necessary can attend school to complete their assessment task.
3. 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.
4. 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.
5. If there are any changes to dates of assessment tasks, official notification will be sent to the students ensuring adequate notice is provided.
6. Students in Year 12 who are completing Major Works for HSC Courses will be contacted by their teacher to organise a time to complete this work onsite during Week 1.

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

1. In the event of the lockdown being extended, academic reporting deadlines may need to be amended, depending on the duration of the closure.
2. The Assistant Principals and the Leaders of Learning - KLA 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.
3. If required, formal assessment tasks will be rescheduled for a later date. Alternatively, Leaders of Learning - KLA will, where possible, adapt the task so that it can be completed remotely.
4. 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)

**Ethan Gosling** – [egosling1@parra.catholic.edu.au](mailto:egosling1@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)

## 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** - [mvrdoljak@parra.catholic.edu.au](mailto:mvrdoljak@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/>