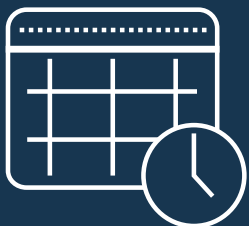


STAFF



Continuity of Learning

- 1** Be available to students as per regular school timetable



School hours are 8.45AM to 3.15PM

- 2** Complete your Lesson Plans by 8:20AM each day



All lessons should have clear Learning Intentions, Success Criteria and steps for activities. Ensure that each lesson has at least one checkpoint.

(Learning Areas - Select Class
- Lesson Management
- Create - From Template)

- 3** Be available to your class via email



- 4** Facilitate at least two 10 minute virtual classrooms utilising Microsoft Teams Video call each week



- 5** Mark attendance



Take the roll each lesson utilising student attendance on Microsoft Teams or by Lesson Plan Checkpoints

- 6** All parent communication should continue via email



Our main platforms for remote learning include:

simon
web based solutions for schools



PASTORAL CARE - ORATORY



Supporting Students Through COVID-19 Remote Learning

Salesian College have actioned an online check-in system that allows students to raise concerns, enabling our pastoral staff to action the appropriate level of support. Our aim is to provide students with a research informed process, allowing them to care for themselves while they are learning remotely.

Traffic Lights

BLACK

I don't feel safe and can't speak with an adult at home



If the Message is **BLACK**

The Oratory Teacher will refer the student directly to Dean of Students who will immediately alert the relevant YLC and AP Students.

RED

I need help and would like to talk to someone from Wellbeing today



If the Message is **RED**

The Oratory Teacher is to refer the student immediately to the YLC who will then initiate a Microsoft Teams Channel with the student. Dean of students is to be kept informed.

AMBER

I am struggling and would like to talk to my Oratory teacher



If the Message is **AMBER**

The Oratory Teacher will communicate further using Microsoft Teams Channel. This might result in the Oratory Teacher managing very low-level support OR refer the student to the YLC to follow up.

GREEN

Everything is great - I'm OK!



If the Message is **GREEN**

Students are tracking fine. A "thumbs-up" in Microsoft Teams Channel to acknowledge this response.

Process

1. Students are asked to reflect on the traffic lights.
2. Students communicate their traffic light with their Oratory teacher through their private channel by 11am on Mondays and Fridays.
3. Oratory teachers check each student's response and action as per the traffic light process.

PARENT SUPPORT

Continuity of Learning

Supporting your son and his mental wellbeing is essential for his remote learning at this time. The challenge is to manage this new way of being with a positive attitude and sense of resilience.

The following suggestions may also assist you in helping your son navigate social distancing and remote learning.



1 Provide Comfort



Communicate, comfort, build a sense of safety and stability. Allow them to vocalise their feelings, acknowledge and reassure them.

2 Routine



Set up a routine that works for your family. Be flexible as things do not always go to plan. Begin and end the day by checking-in (eg.; what classes do you have today? How far did you get in your learning tasks today?) Ensure they take breaks.

3 Exercise



Build times for exercise into your daily routine.

4 Learning Differently

Acknowledge each student learns differently and at a different pace. Some may need more assistance, others encouragement. Acknowledge when things are going well. If things are not, perhaps take a break, change activity and return to it later.

5 Building Independent Learners



This is a good opportunity for your son to take responsibility for his learning. Allow him input in setting up his new learning environment and assist him in limiting distractions.

6 Family Time



Use this time as an opportunity to spend quality time together as a family. Take fun breaks together, exercise together, play games or start a family project.

7 Stay Connected



If you need extra support, you can contact school staff, wellbeing staff, or refer to the following resources.



Kids Helpline
www.kidshelpline.com.au
1800 55 1800



headspace
www.headspace.org.au
1800 650 890



Monash Youth Services
www.monashyouth.org.au

PASTORAL CARE - PARENTS



Supporting Students Through COVID-19 Remote Learning

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Traffic Lights

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I don't feel safe and can't speak with an adult at home

RED

I need help and would like to talk to someone from Wellbeing today

AMBER

I am struggling and would like to talk to my Oratory teacher

GREEN

Everything is great - I'm OK!

Student Process

1. Reflect on the traffic lights.
2. Communicate your traffic light with your Oratory teacher through your private channel by 11am on Mondays and Fridays.
3. Your Oratory teacher will follow up with you and other teachers at the College when required. If in doubt, just ask!
There are no silly questions. Take care, and stay safe!

Emergency Contacts for Parents/Guardians

Dean of Students:

Senior School (Years 10-12)

Mr Kim Beurs

0419 995 705

Dean of Students:

Middle School (Years 7-9)

Mr Byron Chen

0409 827 511

Contact Hours:

Monday, Tuesday,
Thursday and Friday

8:30am - 3:30pm

Wednesday

8:30am - 2:30pm



Kids Helpline

www.kidshelpline.com.au

1800 55 1800



headspace

www.headspace.org.au

1800 650 890



Monash Youth Services

www.monashyouth.org.au

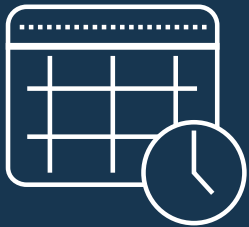
STUDENTS



Continuity of Learning

1

Follow your regular school timetable

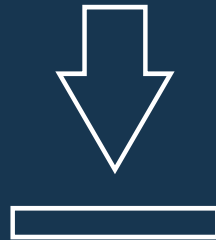


School hours are 8.45AM to 3.15PM

Take your breaks as you would at school

2

Check SIMON for your daily Lesson Plan



(Purple button on timetable)

View the instructions, complete the tasks and indicate your understanding and attendance using the checkpoints

3

Be on time to your virtual classes via Microsoft Teams



Attendance will be taken

4

Complete the assigned work during your usual class time



5

If you have any questions, email your teacher



6

Submit completed work if you have been instructed to do so



Our main platforms for remote learning include:

simon
web based solutions for schools

 Microsoft Teams

 OneNote

 PowerPoint

 Outlook

PASTORAL CARE - STUDENTS



Traffic Lights

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AMBER

I am struggling and would like to talk to my Oratory teacher

GREEN

Everything is great - I'm OK!

Process

1. Reflect on the traffic lights.
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Emergency Contacts - Remote Learning Specialised Youth Services



Kids Helpline

www.kidshelpline.com.au
1800 55 1800



headspace

www.headspace.org.au
1800 650 890



Monash Youth Services
www.monashyouth.org.au



To Successful Learning

Be Prepared

- Ensure your learning space is somewhere quiet
- Keep this space neat and tidy
- Remove all possible distractions and ensure everything you need is within easy reach
- Go to bed early on school nights
- Wake up with enough time to have breakfast
- Check emails and SIMON each morning before online learning commences at 8.45am



High Expectations

- Attempt all tasks set and submit all work on time as directed by your teacher
- Create goals that you want to achieve in your learning
- Write these down and stick them above your desk



Technology

- Ensure your laptop is charged each night
- When joining online lessons, don't switch on your microphone until asked by your teacher
- Use headphones if you have them available
- Mute your microphone when not speaking to reduce noise
- Do NOT record any videos or take photos of online lessons conducted by a teacher
- Stay safe online



Communication & Reflection

At the **start** of the day, ask yourself:

- What am I learning today?
- What are my learning targets/goals?
- How will I be spending my time?
- What resources do I need?
- What support do I need?

At the **end** of the day, ask yourself:

- What did I learn from today?
- What did I enjoy about today's activities?
- What was challenging? How can I work through the challenge?
- What went well today? Why was it good?
- Do I need to ask my teacher for something?
- Do I need help with something in order for tomorrow to be more successful?



Patience & Productivity

- Things might not always work as planned, that's okay, keep trying!
- There are lots of new and exciting learning opportunities for us all, be patient and kind to yourself and those around you
- Create a daily planner to keep yourself on track with your learning
- Be proactive! If you need help, ask your teacher. They are there to help you!



Positive Relationships

- Use technology in a positive and respectful way
- When in online lessons, listen respectfully to others and wait your turn to speak
- Keep connected with others, maintain and develop new friendships
- Remember to keep everyone included so that no one feels isolated or alone



Manage Your Time

- Approach each day with a plan
- Start your day according to your normal routine to get you in the right frame of mind
- Be Comfortable (but not too comfortable)
- Make sure your desk and chair are at the right height for extended periods of work
- Sit in a chair that supports correct posture
- Alert mindset that are ready to learn



Control Your Environment

- Try to find a place that has natural light, as this will brighten your mood as well as your room
- Minimise disruptive noise and distractions by setting up in a quiet space away from the busyness of family
- Switch your phone to silent, or place it in another room to minimise distraction
- Organise a comfortable and productive study space



Keep It Positive

- Display an inspiring quote, or an image that puts you in a positive frame of mind
- It is good practice to make it a place of inspiration, a place where you will want to do your best to achieve your goals



Take Rest Breaks

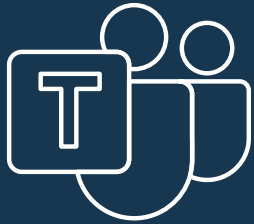
- Plan your time
- Reward yourself with rest breaks
- Keeping your mind fresh and active will ensure your study time is more productive



ONLINE CLASSES



Using Microsoft Teams



Microsoft Teams is a communication and collaboration hub for students and teachers, allowing conversations and live video classes, delivery of continuous learning and College community connection.



Privacy and providing a safe platform is important to us. Recommended tips and tricks to get the most out of the Teams experience.



Location
Blur the background to protect your privacy.



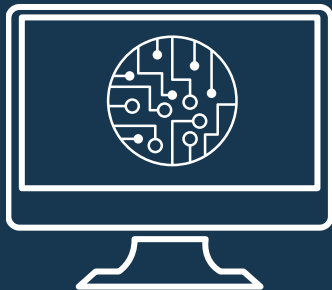
Minimise Interruptions
Place yourself in a location of the home that allows you to work with minimal interruptions. Headphones can help maintain focus and avoid interruptions in shared spaces.



Mute Your Microphone
Mute your microphone when you're listening. Doing this will eliminate background noise interruptions.



Ask Questions by typing into the posts section. If teachers would like students to participate in the conversation they will ask them to unmute their microphone.



Technical Difficulties
Sound and picture lag time can happen during video conference (due to slow internet). Try turning off your own video then listen and watch the class. Remember, questions can still be asked in the post section.



Respect
The same standards of behaviour are expected in an online classroom as in a physical classroom. Be courteous, polite and patient with one another. Not demonstrating respectful behaviour may result in being removed from the virtual class.

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