



# Continuity of Learning

## Students

1

Follow your regular school timetable

School hours 8:45-3:15pm.

Take your breaks as you would at school.



2

Check SIMON for your 'Continued Learning Plans' for the day.

Learning Areas - Subject - Student Resources - Topic Resources

Select the topic you are currently working on -

Class Resources - Your class folder (class code + teacher Initials)

- Download the class instructions for the day



3

Be on time for all 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:



Microsoft Teams



PowerPoint



Outlook

## CONTINUITY OF LEARNING PLAN - FAMILIES

As the COVID-19 situation continues to evolve, it is important to be prepared to ensure continuity of learning for our students. This document details the College's plan for short to medium term closure.

Salesian College is being guided by the Catholic Education Commission of Victoria (CECV) and the Department of Education and Training, to provide the best possible course of action for our community.

To achieve the best possible learning outcomes for our students:

- SIMON will serve as a main point of communication. Lessons will run as per our usual timetable, and be uploaded on SIMON under 'Class Resources'. Teachers will distribute work daily. All material provided to students will be consistent with the period of time allocated in the timetable.
- Online and offline learning material will be prepared utilising a combination of assistive technology, SIMON, OneNote, Email, Education Perfect, Edrolo and Microsoft Teams where appropriate.
- Barring any unforeseen issues, it is an expectation that teachers facilitate a virtual classroom utilising Microsoft Teams Video Call during the first 10 minutes of at least two of your regularly scheduled classes for the week.
- Feedback and responses to student questions will be provided primarily during scheduled teaching times using the above mentioned technologies.
- Teacher's facilitating practical subjects will develop theory based lessons.
- Student attendance will be recorded as per usual.

Thank you for your patience and support during this time, as we continue to provide your son with continued learning opportunities. Your son's education remains our shared priority.

We acknowledge that there are significant issues with remote teaching, including: internet access, accountability of students, family commitments of teachers, unfamiliarity and efficiency in some information communication technologies. The aim of the plan is to provide the best possible chance for students to not be disadvantaged by a school closure. We ask that students be responsible learners, and that families monitor their child's work as much as possible.

## RESOURCES

All resources associated with the Continuity of Learning Plan are obtainable on the College website.

## AREAS OF RESPONSIBILITY

ROLE	RESPONSIBILITY
College Leadership Team	<ul style="list-style-type: none"> <li>Develop plans for online learning</li> <li>Communicate with staff, students and parents</li> <li>Support staff, students and parents during period of closure</li> <li>Ensure effective implementation of online learning and accountability to student learning</li> </ul>
Teachers	<ul style="list-style-type: none"> <li>Collaborate with colleagues to design online learning experiences for students</li> <li>Develop high-quality student learning experiences</li> <li>Teachers will facilitate <u>at least two 10 minute</u> virtual classrooms utilising Microsoft Teams Video Call each week.</li> <li>Where possible, record any absences in SIMON as per usual.</li> <li>Communicate with and provide timely feedback to students</li> <li>Communicate with parents, as necessary</li> <li>Communicate and liaise with Learning Support Staff.</li> <li>Facilitate online learning according to the regular timetable</li> </ul>
Learning Support Staff	<ul style="list-style-type: none"> <li>Learning Support Officer's will be available to support their students during their scheduled class time.</li> <li>Students will have access to LSO's email details</li> <li>LSO's will collaborate with classroom teachers online so as to provide the best possible support to students</li> </ul>
Oratory Teachers	<ul style="list-style-type: none"> <li>Will make themselves available for online consultations with students on Monday and Friday mornings during Period 1</li> <li>Will monitor the weekly Oratory report and follow up concerns regarding lack of submission of work</li> <li>Will report any concerns re student progress to parents and YLC</li> </ul>
IT Staff	<ul style="list-style-type: none"> <li>Provide timely response to staff and student requests regarding technology issues</li> </ul>
Students	<ul style="list-style-type: none"> <li>Dedicate appropriate time to learning, comparable to a school day and/or as guided by your teacher/s</li> <li>Check SIMON each day to access your 'Continued Learning Plan' under 'Class Resources'</li> <li>Identify a comfortable and quiet space to study/learn</li> <li>Engage in all learning with academic honesty</li> <li>Submit all assignments in accordance with provided timeline and/or due dates</li> <li>Ensure own social and emotional balance by keeping healthy habits (e.g. sleeping, eating well, regular exercise and monitoring screen time)</li> <li>Seek teacher direction and support as needed</li> </ul>
Parents	<p>As a parent, we ask you for the following support:</p> <ul style="list-style-type: none"> <li>Monitor College updates and be sure to check in with your child regularly about the online learning tasks, activities and assessments they are working on</li> <li>Designate a place where your child will work independently on assigned tasks</li> <li>Ask your child to provide a brief summary of the learning he is engaging in for each class</li> </ul>
Wellbeing Support	<ul style="list-style-type: none"> <li>Wellbeing can be accessed via mobile phone and email</li> <li>Student appointments will continue via face time and/or phone calls- (numbers to be provided)</li> <li>Appointments will be booked via email and class passes issued on SIMON</li> <li>Wellbeing Centre virtual space accessible via group chat and instant messaging during recess and lunch breaks using Microsoft teams (link to be provided)</li> <li>Families are welcome to contact Wellbeing by contacting the College on 9807-2644 or <a href="mailto:wellbeing@salesian.vic.edu.au">wellbeing@salesian.vic.edu.au</a></li> </ul>

FOR QUESTIONS RELATED TO...	CONTACT
A class, an assignment or a resource	Subject teacher via email
A technology issue related to learning	<a href="mailto:support@salesian.vic.edu.au">support@salesian.vic.edu.au</a>
VCE VET VCAL Courses	For students undertaking VCE/VET/VCAL courses we will continue to be guided by the advice of the Victorian Curriculum and Assessment Authority.
Student pastoral support	Oratory teacher via email Year Level Coordinator via email Dean of students via email Assistant Principal of Students via email
Wellbeing Support	All students: <a href="mailto:wellbeing@salesian.vic.edu.au">wellbeing@salesian.vic.edu.au</a>  Current caseload students All current caseload students will receive remote ongoing support. They will be contacted personally.
Learning Support	<a href="mailto:fpahomis@salesian.vic.edu.au">fpahomis@salesian.vic.edu.au</a>
Careers/Pathways Support	<a href="mailto:dmcauliffe@salesian.vic.edu.au">dmcauliffe@salesian.vic.edu.au</a>