



Edinburgh College

**Supporting Your Child in
Off-Campus Learning**

Family Information

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Supporting Your Child in Off-Campus Learning

Edinburgh College remains committed to supporting student learning through the COVID-19 situation. We are actively planning to enable student learning to be delivered off-campus during the school term, should the need arise. We have drafted a set of Primary and Secondary Remote Learning Protocols. Please familiarise yourself with these outlined protocols.

We have endeavoured to keep instructions, communication, lessons, activities, assessments, and feedback within several key platforms. Our team is excited about this new opportunity to expand their digital learning and teaching capabilities.

Thank you for your prayers, support and for working together to ensure the best for all of our collective community.

Key Contacts

Academic Support

Our Academic Support Team will be available and respond to any requests at their earliest convenience. Students can access this service via email:

- Mrs Anne Thorneycroft (Prep-10): anne.thorneycroft@ec.vic.edu.au
- Miss Kristen Judd (11-12): kristen.judd@ec.vic.edu.au

Student Wellbeing

Our Wellbeing Team will be available and respond to any requests at their earliest convenience. Students can access this service via email:

- Mrs Liz Borgas (Primary): liz.borgas@ec.vic.edu.au
- Pr Jamie Stanley (Secondary): jamie.stanley@ec.vic.edu.au
- Mr Tim Drewitt (Secondary): tim.drewitt@ec.vic.edu.au

Additional support networks available are:

- Kids Helpline
 - <https://kidshelpline.com.au/teens>
 - 1800 551 800
- Beyond Blue Youth
 - <https://www.youthbeyondblue.com/>
 - 1300 224 636
- Headspace
 - <https://headspace.org.au/young-people/how-to-cope-with-stress-related-to-covid-19/>
- Light FM Careline
 - <https://thelight.com.au/hope/careline/>
 - 03 9583 2273

Communication with Teaching Staff

- Students in Years 7 to 12 will have whole class communication and instructions posted via SEQTA Online lessons. These students are invited to post any questions via SEQTA Engage direct messages or email their teachers by using the email convention: firstname.lastname@ec.vic.edu.au
- Parents can continue to email their student's classroom teacher as usual by using the email convention: firstname.lastname@ec.vic.edu.au

Student Attendance

- Student attendance will be monitored by the submission of work, compulsory live lesson attendance and/or scaffolded assessment check-in points, as well as AM roll mark checks during homeroom.
- Should a student be unwell or unable to complete their scheduled work, parents are to follow usual procedures by emailing our front office and informing them of this.

IT Support

- Email helpdesk@ec.vic.edu.au and complete a request for assistance as per usual.
- Students are also able to use the chat function in Google Meets to post questions and seek support for troubleshooting from their peers and classroom teachers, as well as serve others by answering other people's questions if they can.

Admin support

- Principal: Mr Tim Borgas tim.borgas@ec.vic.edu.au
- Head of Secondary: Mrs Anastazyia Ferry anna.ferry@ec.vic.edu.au
- Head of Primary: Mrs Tanya Pascoe tanya.pascoe@ec.vic.edu.au
- Exec: Peter Lynch pjalynch1@icloud.com

Keeping Safe Online

- Normal ICT usage policy protocols apply, stating the sensible use of ICT programs for learning purposes.
- It is recommended that a secure WIFI connection be used when students are completing their school work. Please do not use a public unsecured network.
- Teachers will only be interacting with students through the Google Suite of applications, including (but not exclusive to) Gmail, SEQTA, Google Calendar, and Google Meets.
- All student resources will be accessed through SEQTA, Read Cloud and Edrolo.
- All Chromebooks purchased through the Edinburgh College portal will continue to be managed in an online learning environment. Students can only log in to these devices with their Edinburgh College Google based account during the hours of 8.30am and 3.30pm.
- It is recommended that student use of social media applications (such as, but not exclusive to Tik Tok, Instagram and Facebook) are restricted during learning times.

- All students are to work on their own given work as set by their teacher. Students will not access their siblings accounts.

Preparing for Remote Learning Protocols Primary Students Expectations

1. General Expectations

- Students are to have access to a reliable device with internet connection (computer, iPad or chromebook).
- Students will need access to SeeSaw (Prep - Year 6), Google Classroom (Year 5-6 only); Google Meet
- Families are asked to communicate with their student's teachers if a reliable device and/or internet connection becomes unavailable at home.
- Teachers are to set tasks that students should be able to mostly complete independently;
- Parents may need to assist depending on year level
- Students are not permitted on campus for any reason in the event of a closure.
- Students are not permitted into Google Meet other than the time set by their teacher;
- All students are to work on their own given work as set by their teacher. Students will not access their siblings accounts.

2. Classwork Expectations

- Teachers will post student work by 9:00am each morning unless they are planning a Google Meet.
- Teachers will email parents once the classwork has been posted (if network is working);
- Set work to be equivalent to approx. 25% to 50% of a normal school day (P-2), and 50% to 70% (Yr 3-6);
- Set work will be posted with a brief set of written or verbal instructions on how to complete the task.
- Teachers will conduct video lessons, and upload them to SeeSaw or Google Classroom;
- Student classwork must be submitted back to the teacher via SeeSaw or Google Classroom daily;
- Teachers will mark most work and comment on work at least once a week;
- Learning support students may be given modified classwork by the teacher;
- Google Meet expectations: Students will enter the meeting no earlier than 5 mins before allocated time, they must have their microphone muted and their video on.

3. Work Completion Expectations

- Parents to have access to SeeSaw to be aware of daily work load;
- Classwork will be reported to parents upon completion of the isolation period (via reports or parent teacher interviews);
- During the school days, emails will be sent to parents if work hasn't been submitted.

4. Communication

- Teachers will upload all work onto SeeSaw (P-Yr6) and/or Google Classroom (Yr 5/6); or meet with students on Google Meet
- Teachers will be available via email between 9am-12pm for student support. Teaching staff will use afternoon sessions to plan for future learning tasks.
- Teachers will communicate to students via SeeSaw (P-Yr6) or Google Classroom (Yr 5/6 only). Most communication will be instructions, activities and feedback to the student;
- Teachers will communicate with families if they haven't seen any work submissions. Notifications and infringements will be sent if students are consistently absent;
- Parents email the teacher if their child is sick and unable to complete set work.
- No phone calls to be initiated by parents to staff phones.
- Parents to email Mrs Liebrandt by Thursday (12pm) if they require on-campus learning because they are an essential service.

5. Student Attendance and reporting

- Student attendance to be tracked by daily submission of work (Prep to Year 4) or via Google Classroom/Meet "roll mark" between 9-10 am (Year 5-6);
- Student work will contribute towards the Semester 2 Report.

Sample Primary Daily Schedule

While completing school work from home can be tricky, it's not impossible to manage. Here's a sample of how the average day for a student (such as those in Prep - Year 6) **may** experience their day working from home. How you organise your day is essentially up to you.

Time	Task or Chore	What To Do
Before 9am	Wake Up	Eat breakfast, make your bed, get dressed
9am-9:30am	Morning Walk/Worship	Family walk/Family prayer
9:30am-11am	Academic Time	Online work
11-12pm	Creative Time	Lego, drawing, craft, play music, cook or bake
12pm	Lunch	
12:30pm	Chore Time	Wipe all kitchen tables and chairs Wipe all door handles, light switches and desktops
1:00-2:00pm	Quiet Time	Reading, puzzles, map
2.00-3:30pm	Academic Time	Online work
3:30-4pm	Afternoon PE Time	Bike ride, walk the dog, play outside or follow Mrs Hall's PE online lessons
4-5pm	Personal Interest Practice Time	Music (Yr5/6 band instrument), sport, language practice
5pm-6pm	Dinner	
6pm-8pm	Free Time	
8pm	Bedtime	Bedtime routines - prayer time, family worship.

Secondary Students Expectations

Statement of Expectation for Students

In the instance of a school closure, students in Years 7 to 10 are expected to:

- Complete all learning tasks assigned by their Classroom Teachers (via SEQTA Online lessons)
- Communicate with their Classroom Teachers via GoogleMeets/SEQTA direct messages or email should they have any questions or queries. This could also include tagging their teacher in a Doc/Slides or Sheets task that they may be working on.

Student Attendance:

- Student attendance is to be tracked by submission of work on SEQTA, compulsory live lessons and or scaffolded assessment check-in points, as well as an AM roll mark check.
- Homework/class work infringements to be given via SEQTA to students who haven't submitted all work, unless an email from a parent/s indicates that the child is sick and has been unable to complete work from home (in this case, a note should be added to SEQTA, and no infringement issued).

General Expectations

- Students should take their device, charger and other essential learning materials to and from school every day (in case the school is closed unexpectedly).
- Families are asked to communicate with their student's teachers if a reliable device and/or internet connection is unavailable at home. Purchasing a data dongle is recommended in this instance.
- Students are not permitted on campus for any reason in the event of a closure
- If students need to contact staff urgently they are to email the teacher and request that they be contacted, providing a number that they can be reached on. Our staff will endeavour to call within 48 hours.

Classroom Expectations

Years 7 - 12

- Teachers will provide student learning tasks via SEQTA online lessons in advance and students are expected to view it and begin working on it.
- Work may be posted weekly, a few days at a time or every day that the class would have had a timetabled lesson.
- Students are to independently carry out all tasks assigned by teachers. Parents are not expected to teach their children, but parental support is encouraged.
- Student work will be set that is equivalent to their normal school hours of timetabled classes. As such, students are recommended to be available and check SEQTA online lessons from 8:30am. For example, if they are involved in English lessons four times per week, then four sessions of working time on English is suggested.
- Student classwork and homework must be submitted online via SEQTA and will be checked by the classroom teacher, with marks and feedback given where appropriate.
- All student submissions/work due will have due dates and be visible to students and parents.
- Completion of and the extension of assessment tasks will be determined by the classroom teacher, and only granted if a parent writes to the teacher prior to the due date.
- New concepts and content will be taught through videos where possible and appropriate.
- Each classroom teacher will be logged on and available live in Google Hangouts at times to be communicated via regular updates posted in SEQTA Online Lessons. These sessions may be up to 50mins at a time.
- If teachers are unable to be online as planned, they will notify the students as to the next time they will be online and available to meet.
- **Students in Year 7 to 12 will follow their normal class timetable, with times provided for live sessions allocated by their teachers, and or accessible via SEQTA notices.**

- When undertaking Google Hangouts video calls, VCE students will dress in a presentable manner, in alignment with college values, and conduct themselves sensibly.

Sample Secondary Daily Schedule

While completing school work from home can be tricky, it's not impossible to manage. Here's an example of how a student may experience their day working from home.

Time	Period	Task	What To Do
Before 9:00am		Check my gmail account for correspondence from my teachers	Sit away from distractions on my device
8:55am-9:10am		Homeroom (AM Roll Mark)	Online Homeroom
9:10am-10:00am	1	Normal Timetabled Class	Online work
10:00-10:50am	2	Normal Timetabled Class	Online work
10:50pm-11:10am		Recess	Eat a healthy snack
11:10-12:00pm	3	Normal Timetabled Class	Online work
12:00pm-12:50pm	4	Normal Timetabled Class	Online work
12.50-1:40pm		Lunch	Eat a healthy snack & get moving
1:40pm-2:35pm	5	Normal Timetabled Class	Online work
2:35pm-3:25pm	6	Normal Timetabled Class	Online work
3:30-5:00pm		Afternoon PE Time/Personal Interest/ Practice Time	Music (band instrument), sport/exercise, reading/painting household chores.
5pm-6pm		Dinner	Help Prepare & Clean-up
6pm-9pm		Homework/Study/One TV show	Sit away from distractions on my device
9pm		Bedtime	Bedtime routines -

			prayer time, family worship.
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Secondary VCE Remote Learning

Statement of Expectations for students	
<p><u>In the instance of a school closure, students in VCE are expected to:</u></p> <ul style="list-style-type: none"> - Participate in live classes arranged through GoogleHangouts - Complete all learning tasks assigned by VCE teachers through the SEQTA Learn portal. 	
Current	In case of Closure
<p><u>Maintain regular teaching programme</u></p> <ul style="list-style-type: none"> - Continue the sequence of learning that you currently have 	<p><u>Provision of resources and tasks</u></p> <ul style="list-style-type: none"> - Post an updated learning sequence on SEQTA.
<p><u>Plan for online learning:</u></p> <ul style="list-style-type: none"> - Plan a sequence of learning using various educational videos - Set up SEQTA Online lessons if you do not already have one - Transfer documents to PDF or GoogleDocs so these can be provided if necessary 	<p><u>Virtual Face-to-face</u></p> <ul style="list-style-type: none"> - A timetable for weekly Google Hangouts will be created to allow ongoing contact between VCE teachers and students. - You will be asked to be available for: <ul style="list-style-type: none"> - VCE: One 50 mins/class, per week - Please see schedule below
<p><u>Professional Development:</u></p> <p>If you are unfamiliar with these programs please be proactive in requesting assistance to use the following systems -</p> <ul style="list-style-type: none"> - GoogleHangout/SEQTA Online lessons - All G-Suite (Forms, Docs, Sheets) - Edrolo 	<p><u>Assessments</u></p> <p>SACs</p> <ul style="list-style-type: none"> - Should be postponed in all but the most extreme circumstances. - If undertaking a SAC is essential due to extended off-campus learning, see VCE coordinator to ensure authentication and validity of task/results. - SACs may only run following

consultation with the Head of Secondary and the VCE Coordinator.

- Fairness and equity must be maintained, so assessments must be time-restricted (possible through GoogleClassroom). GoogleForms has a setting to lock the screen once the test is commenced to avoid students researching answers.

[VCAA statement in regards to Covid-19](#)

Optional Extras

1. Screen Castify:
 - a. Free up to 3 min of video (each session)
 - b. Premium is unlimited
2. Pear Deck:
 - a. Additional to Google Slides which allows the addition of interactive elements.
 - b. These can link to your GoogleClassroom marksbook.
3. Seesaw:
 - a. Record things and submit them.
4. Kahoot:
 - a. Create quizzes for learning, or either formative or summative assessment.

YEAR 12 STUDENT LIVE SESSION SCHEDULE

The following is an example of the type of schedule made available to VCE students. Parents and students will be able to access a live copy of the updated VCE Live Session Schedule via SEQTA notices.

Year 12 - Example

	Monday	Tuesday	Wednesday	Thursday	Friday
Period 1		U3&4 Legal Studies	U3&4 Art		
Period 2	U3&4 Food Studies				U3&4 Chemistry
Period 3	U3&4 Psychology	U3&4 Further Mathematics U3&4 Math Methods	U3&4 Business Management U3&4 HHD		
Period 4	U3&4 English	Yr 12 Encounter		U3&4 PD&T U3&4 Physics	
Period 5		U3&4 English			
Period 6	U3&4 Biology				

Year 11 - Example

	Monday	Tuesday	Wednesday	Thursday	Friday
Period 1		U1&2 Accounting			
Period 2	Unit 3&4 Sport and Recreation	U1&2 Physics U1&2 Psychology (HS)	U1&2 Psychology (SL)	U1&2 General Mathematic U1&2 Methods	
Period 3	Yr 11 Encounter	U1&2 Business Management	U1&2 General Mathematics		
Period 4	U1&2 Biology			U1&2 PD&T	
Period 5		U1&2 HHD		U1&2 HHD	
Period 6					U1&2 Legal Studies