



PARENT

# ***REMOTE LEARNING***

## *Handbook*



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## **REMOTE LEARNING YEARS 7-10**

***Up until June 5<sup>th</sup>***

### **PUPIL FREE DAY MONDAY MAY 25<sup>TH</sup>**

Monday May 25<sup>th</sup> will be a pupil free day to allow time for staff to prepare for the staggered return to school. No on-site supervision will be available on this day, and students will not be required to complete their remote learning program.

### **APPLICATION FOR ATTENDING ON-SITE**

The current process and guidelines for on-site supervision will remain in place. If your child is already attending on-site please continue to follow this process. For families who require more information about this please [click here](#) or contact our office on 5352 4177 or email us at [Ararat.sc@education.vic.gov.au](mailto:Ararat.sc@education.vic.gov.au)

An application for on-site attendance due to parent employment arrangements needs to be submitted the Thursday before each week, please [click here to access the form](#).

### **SCHOOL TIMES**

On-site learning runs from 9am-3:25pm Monday – Friday.

### **COLLEGE OFFICE**

The College office is open from 8:00am-4:30pm Monday – Friday. It is recommended that you phone, in preference to physically being in the office, if possible. If you need to pick something up outside these times, this can be arranged by contacting the office on 5352 4177.

### **BUSES**

School buses will continue to run as normal. Christians Bus Company has increased the frequency and depth of their cleaning. Students are asked to follow physical distancing on school buses where possible. Hand sanitizer will be available at the bus exchange for students to use as they enter and exit the buses.

### **ILLUMINATE/MENTOR GROUPS**

Each morning at 9:15am students are required to attend their Illuminate classes for their morning roll call via a virtual meeting. Attendance is taken and recorded for these classes.

### **TIMETABLE**

Students in Years 7-10 have a Remote Learning Schedule that they should follow. This is attached at the end of this document.

### **CLASSES & VIDEO OPTIONS**

Students will be provided with the following, attendance is taken for virtual classes:

For core subjects (English, Maths and Science) in Years 7-10 there will be a minimum of one virtual class (WebEx/Zoom) and one pre-recorded or additional virtual lesson per week.

***Virtual Classes are live, interactive calls with students.***

***Pre-recorded classes are webinars that the teacher has recorded.***

## EXPECTATIONS IN VIRTUAL LESSONS

Students are expected to behave in a way that aligns with our school values. If behaviour falls outside these expectations students will be given a warning by the teacher. If the behaviour continues, the student will be exited from the virtual lesson and parents will be notified.

## FURTHER INFORMATION REGARDING VIDEO CONFERENCING

### *How will teachers use video conferencing safely?*

Teachers may pre-record some classes or student activities and upload these for students to view.

Teachers will ensure that any live classes on video conferencing systems are supervised to ensure:

- Only students and appropriate teaching staff are in the live class. Discussions involving personal information are limited to only that which is needed.
- Students behave and dress appropriately.
- Live classes are not recorded or, in the rare case this is considered of value, parent consent is sought prior to recording.
- Teachers may have one-on-one conversations with you or your child via video conference, given that this cannot take place in the physical classroom. These conversations will cover the progress of your child's schoolwork and their feedback on their schoolwork.

### *How can I help my child use the video conferencing system safely?*

1. Make sure that there is a webcam cover which can hide the webcam from view when the student is not in a live video class (a post-it note, tape or a band-aid can be used as an alternative to a webcam cover).
2. Let a teacher know of any unauthorised access to any class and about any other unusual cyber activity.
3. Talk to your child about cyber safety and ensure they know to inform you and their teacher of any unusual cyber activity or in the unlikely event they are approached by unknown persons online.
4. Help your child understand they should only participate in live video chats that the teacher has invited them to join and immediately leave any live video chats with any unknown persons, and to advise you and their teacher if this occurs. This will also be explained to your child by their teacher.
5. Ensure your child's workstation and surrounding work area is suitable and appropriate. This may involve the use of headphones if you have them.

## STAFF CONTACT

If students need to, they can contact their classroom teachers via SMT or the google classroom. There is also a list of key contacts at the end of this document.

## SMT/XUNO

SMT is our online communication channel for families. Each student and parent has their own account. This is a way to communicate with parents and also see vital information from the school. Parents are able to explain attendance, access reports and a number of other items. Please contact the office if you need assistance in accessing your portal. You can download the XUNO app and set up your account, for a guide on how to do this click [here](#).

## ICT ISSUES

Students have indicated to staff if they have access to the internet at home and a device. If you are having issues with these please contact the college on 5352 4177.

## **LEARNING GUIDE**

Staff are required to complete their weekly work requirements in the Parent Information document. This will be published to parents on Monday of each week.

## **SCHOOL REPORTS**

Our school reporting schedule will continue as planned during remote learning. The next round of reports will be made available online once the cycle has been completed. These dates are available on XUNO via the parent portal.

## **LACK OF WORK**

Parents will be notified if a student is not keeping up to date with their schoolwork. Parents may receive a SMS message from XUNO, regular reports and contact from students' teachers will ensure that they are kept up to date.

## **UPDATES**

To gain access to the most up to date information that is shared by the school, we recommend that you follow our school Facebook page and monitor the school website and your XUNO parent portal.

## **PERSONAL CONTACT DETAILS**

Please check that the college office has the most recent contact details for your family.

## **MOBILE PHONE PHOLICY**

The school's mobile phone policy will be enforced during on-site supervision.

## **UNIFORM**

Students will be required to wear full school uniform if attending for onsite supervision.

## **CANTEEN**

The canteen will run as normal upon the return to school. The only people allowed in the canteen will be Jodie and Mel. Strict hygiene measures will be in place and hand sanitizer available at both windows. Students and staff will need to ensure they order if they would like lunch. Where possible tap and go or EFTPOS is the preferred method of payment.

## **HAND HYGIENE AND CLEANING**

All classrooms and rooms will be provided with disinfectant. Progressive cleaning will also take place throughout the day with high touch points and tables being cleaned as frequently as possible. Where possible windows will be opened to promote fresh air flow and we will maximise the use of outdoor learning areas or environments.

## **STAGE 1 RETURN: SENIOR STUDENTS**

*Commencing May 26<sup>th</sup>*

## **PHYSICAL DISTANCING**

We are not required to enforce physical distancing between students. However, this does need to be enforced and respected between staff.

## **MENTOR GROUPS**

Senior Mentor Groups will continue upon return to school. These will run from 8:55am – 9:10am. This will occur on Monday, Thursday, and Friday. There will be three groups.

## **CLASSES & ATTENDANCE**

Senior students will follow their usual timetable upon returning to school. Senior rolls will be marked as normal - directly into SMT - upon their return to school. Any student who is unwell should remain at home. If students begin to feel ill at school parents/guardians will be contacted immediately to collect their child.

Once a year level has returned to school all students from that year level are expected to return to school. This means that if you choose to keep your child home, we can no longer support their learning from home. This does not apply to children who need to be absent for health or medical reasons. For those families please contact us on 5352 4177, so that we can make an appropriate plan.

## **TRAFFIC FLOW**

We will be placing traffic flow signage in high traffic areas of the school. This is not mandated by the government, but we believe it will assist with managing close contact between students and unnecessary congestion. The areas that this will impact are the Year 8, 9, 10 locker area, corridor from Quad to Tech area, L Wing corridor, E Wing corridor and the entry and exit doors for the library.

## **CANTEEN**

The canteen will run as normal upon the return to school. The only people allowed in the canteen will be Jodie and Mel. Strict hygiene measures will be in place and hand sanitizer available at both windows. Students and staff will need to ensure they order if they would like lunch. Where possible tap and go or EFTPOS is the preferred method of payment.

## **START AND FINISH TIMES**

We will not be staggering our start and end finish times. Where parents drop their child to and from school, we ask that they remain in their car whilst doing so.

## **RECESS AND LUNCH**

During stage 1 of return the on-site students will be following the break times as outlined in the 7-10 Remote Learning Schedule. The Senior Students will have their breaks at regular times.

## **SCHOOL LAPTOPS**

Students will continue to have access to school owned computers throughout this term, both during and outside school hours.

## **WHOLE SCHOOL ASSEMBLIES**

These will continue to run virtually throughout Term 2.

## **PARENT/TEACHER INTERVIEWS**

To provide an opportunity for parents/guardians of senior students to discuss their child's progress we will be asking parents if they would like contact from senior classroom teachers during Week 8. Parents will need to indicate a time preference and teachers will be asked to make contact during



that time.

#### **BREAKFAST CLUB**

This will continue to operate with strict hygiene practices, students will not be permitted to assist. Physical distancing between staff will be maintained.

#### **LEAVING SCHOOL GROUNDS**

All students are to remain on school grounds throughout the school day. No lunch passes will be available.

#### **CAMPS AND EXCURSIONS**

All camps and excursions for Term 2 have been postponed. We will continue to act on advice from the Department of Education in relation to camps and excursions for Term 3.

#### **VET**

At this stage onsite VET classes will now run as normal. In regards to VET courses that run within a cluster, this will depend on advice from each VET provider. Specific information in relation to this will be communicated to the relevant students and their families.

#### **YEAR 9 & 10 STUDENTS IN SENIOR SUBJECTS**

Middle School students who are enrolled in a senior VCE/VET subject are permitted to attend school to participate in face-to-face learning in these subjects. Where students are not able to attend only for these classes, they are able to remain on-site and will be supervised in the library or another appropriate area.

### **STAGE 2 RETURN: ALL STUDENTS**

*Commencing June 9<sup>th</sup>*

*This is in addition to the information already outlined in STAGE 1 return.*

#### **CLASSES & ATTENDANCE**

All students will follow their normal timetable upon returning to school. All rolls will be marked as normal – directly into SMT upon their return to school. Any student who is unwell should remain at home. If students begin to feel ill at school parents/guardians will be contacted immediately to collect their child.

#### **BELLS**

Bells will operate as normal.

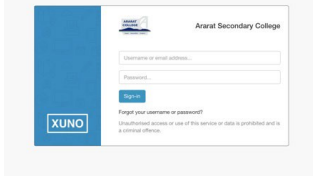





#### **PHYSICAL EDUCATION**

Where possible we will limit the number of students in the gym at any one time, outdoor facilities will be a preference. Non-contact sports will be encouraged, and strict hand hygiene applied before and after the use of any equipment.



## Online Learning Platforms at Ararat College

Ararat College maintains a robust ICT infrastructure which can deliver online learning for students in a time of need. Each element provides a unique service and together form the College's Online Learning Platform.

Platform	Link	Use case
XUNO	 <a href="#">XUNO</a>	Central space for communication to the College Community
GMAIL	 <a href="#">GMAIL</a>	All students of Ararat College have an email address @araratcc.vic.edu.au account provided. All coursework should be delivered via Google Classroom/XUNO rather than emailed to students.
GOOGLE CLASSROOM	 <a href="#">Google Classroom</a>	All work programs, course material and assessment tasks should occur within Google Classroom with links to other digital resources (if applicable.) SMT forums can be utilised for informal discussions and for communication.
WEBEX	 Webex Meetings <a href="#">Webex</a>	Online video call for staff and students if required. Webex Meetings is the component of Webex that we will be using. <u>Students do not need to AND should not create their own account for this platform.</u> They will be supplied with links for meetings from their teachers.
ZOOM		Online video call for staff and students if required. <u>Students do not need to AND should not create their own account for this platform.</u> They will be supplied with links for meetings from their teachers
MATHS PATHWAYS		Online Maths curriculum for students. Each student has an individualised link and password. Please contact their subject teacher via XUNO if you need this information
CURRICULUM SUPPORT PORTALS	<a href="http://edrolo.com">http://edrolo.com</a> <a href="https://stileapp.com/au/">https://stileapp.com/au/</a> <a href="https://wordflyers.com.au/">https://wordflyers.com.au/</a>	Edrolo (VCE), Stile (Science & English), WordFlyers (English)

# LEARNING AT HOME SCHEDULE

\*THIS IS A GUIDE\*

## YEARS 7-10

### MONDAY

#### Video Call

9:15am: Mentor  
Group/Illuminate

#### English

9:30am - 10:30am

#### Maths

11am - 12pm

#### Humanities

12pm - 12:30pm

#### Health

12:30pm - 1:15pm

#### Physical Activities

(PE).

2:30pm - 3pm

#### Catch Up Time

Your choice - time to  
complete any  
outstanding tasks for  
any subject.

### TUESDAY

#### Video Call

9:15am: Mentor  
Group/Illuminate

#### English

9:30am - 10:30am

#### Maths

11am - 12pm

#### French or Elective

12pm - 12:30pm

#### Elective

12:30pm - 1:15pm

#### Physical Activities

(PE).

2:30pm - 3pm

#### Catch Up Time

Your choice - time to  
complete any  
outstanding tasks for  
any subject.

### WEDNESDAY

#### Video Call

9:15am: Mentor  
Group/Illuminate

#### English

9:30am - 10:30am

#### Maths

11am - 12pm

#### Elective

12pm - 12:30pm

#### Science

12:30pm - 1:15pm

#### Physical Activities

(PE).

2:30pm - 3pm

#### Catch Up Time

Your choice - time to  
complete any  
outstanding tasks for  
any subject.

### THURSDAY

#### Video Call

9:15am: Mentor  
Group/Illuminate

#### English

9:30am - 10:30am

#### Maths

11am - 12pm

#### Health

12pm - 12:30pm

#### Elective

12:30pm - 1:15pm

#### Physical Activities

(PE).

2:30pm - 3pm

#### Catch Up Time

Your choice - time to  
complete any  
outstanding tasks for  
any subject.

### FRIDAY

#### Video Call

9:15am: Mentor  
Group/Illuminate

#### English

9:30am - 10:30am

#### Maths

11am - 12pm

#### French or Elective

12pm - 12:30pm

#### Science

12:30pm - 1:15pm

#### Physical Activities

(PE).

2:30pm - 3pm

#### Catch Up Time

Your choice - time to  
complete any  
outstanding tasks for  
any subject.



# WHO TO CONTACT IF...



## MY STUDENT IS HAVING ISSUES WITH TECHNOLOGY

Principal Class  
Sub School Coordinator  
Sub School Leader  
IT Technician at school



## I'D LIKE TO SPEAK TO SOMEONE ABOUT MY STUDENTS WELLBEING

Wellbeing Team  
Sub School Coordinator  
Sub School Leader



## MY CHILD IS HAVING DIFFICULTY WITH THE WORK

Subject Teacher  
Sub School Coordinator



## MY STUDENT HAS WITNESSED INAPPROPRIATE BEHAVIOUR ONLINE

Classroom Teacher  
Sub School Coordinator  
Sub School Leader



## I HAVE A QUESTION IN RELATION TO FEES OR MY FAMILY NEEDS SUPPORT

Contact the College Office



## I JUST HAVE A GENERAL QUESTION

- Contact your Childs Sub School Coordinator or Sub School Leader





# staff

# CONTACTS

## PRINCIPAL CLASS

Ellie McDougall - Acting Principal  
ellie.mcdougall@education.vic.gov.au

Emma Henry - Acting Assistant Principal  
emma.henry@education.vic.gov.au

## YEAR 7 & 8

Ben Krol - Sub School Coordinator  
Benjamin.Krol@education.vic.gov.au

Angela Ettles - Sub School Leader  
Angela.Ettles@education.vic.gov.au

## YEAR 9 & 10

Janine Poole - Sub School Coordinator  
Janine.Poole@education.vic.gov.au

Kriss Ellis - Sub School Leader  
Kriss.Ellis@education.vic.gov.au

## VCE & VCAL

Melissa Murnane - Sub School Leader  
Melissa.Murnane@education.vic.gov.au

Andrew Sherwell - Careers Coordinator  
Andrew.Sherwell@education.vic.gov.au

## WELLBEING TEAM

Taylah Jamieson - Youth Worker  
Taylah.Jamieson@education.vic.gov.au

Steph Carroll - Counsellor  
Steph.Carroll@education.vic.gov.au

Leo Cowey - School Nurse  
cowey.leonie.m1@edumail.vic.gov.au

## THE COLLEGE

Front Office  
(03) 5352 4177

Kevin Bowles - IT Support  
ararat.sc@education.vic.gov.au



# Roles & Responsibilities for Remote Learning

## STUDENTS

- Ensure access to XUNO portal. Check every morning for notifications.
- Ensure access to a Google Classroom for each of your subjects. You need to use your @araratcc.vic.edu.au email address
- Set up a workspace at home - ideally this should be in a common area within your house.
- Ensure that for all school days you are following your required schedule and completing set work!



## PARENTS

- Ensure you have access to the XUNO parent portal. If you need assistance please call 5352 4177.
- Keep the Ararat College Facebook and Instagram page to ensure you are kept up to date with the latest news.
- Ensure your child has a workspace at home - Ideally this is in a common space in the house for when video conferencing is used.
- Where possible support your child to follow their remote learning schedule.
- If you have any concerns please contact the school on 5352 4177.

## TEACHER

- Maintain an engaging and relevant Google Classroom for each class.
- Maintain regular contact with these classes.
- Progressively implement pre-recorded lessons and virtual learning classes - this will be a staggered introduction from week 2.
- Notify Sub School Coordinators and Sub School Leaders when students are not completing required work.







## Mission statement

"We provide an education that empowers young people to find their voice and thrive in any endeavour with respect, responsibility and excellence"

## Values

### Respect

We are inclusive of all and celebrate diversity  
We take pride in ourselves and our physical and social community  
We show kindness to one another

### Responsibility

We are accountable for our own actions  
We resolve differences in constructive ways  
We contribute positively to our community

### Excellence

We aspire to exceed our potential  
We challenge ourselves to be continuously improving  
We embrace opportunities



## Motto

"Nothing without effort"

