

PARENT

# *REMOTE LEARNING*

## *Handbook*



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## APPLICATION FOR ATTENDING ONSITE

The previous process and guidelines for on-site supervision will remain in place. An application for onsite attendance due to parent employment arrangements needs to be submitted by 9am on the Friday before each week commences, please [click here to access the form](#).

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)

## SCHOOL TIMES

Onsite learning runs from 8:55am-3:25pm Monday – Friday.

## COLLEGE OFFICE

The College office is open from 8:30am-4pm Monday – Friday throughout Remote Learning. It is recommended that you call the office as 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 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.

## CANTEEN

The canteen will not be available during this time.

## TIMETABLE

There is a learning schedule for each sub school. The Junior Sub School (Year 7 & 8) will complete their core subjects Monday – Thursday and non-core subjects on Friday's. The Middle and Senior Sub Schools will follow their normal school timetable. The outline for each sub school is attached at the end of this document.

## ILLUMINATE/MENTOR GROUPS

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

## CLASSES & VIDEO OPTIONS

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

For core subjects (English, Math, Science, Health) in Year 7 & 8 there will be a minimum of 1 virtual class (WebEx/Zoom) and 1 pre-recorded or additional virtual lesson per week.

In Year 9 & 10 there will be a minimum of 1 virtual class (WebEx/Zoom) and/or 1 pre-recorded or additional virtual lesson per week for all core subjects (English, Math, and Science). Non-core subjects may provide either a virtual or pre-recorded lesson per week but there is no minimum expectation. Year 11 & 12 classes have a minimum of 1 virtual class (WebEx/Zoom) and 1 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 is 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

For any issues with devices or internet access please contact the College on 5352 4177 or [Ararat.sc@education.vic.gov.au](mailto:Ararat.sc@education.vic.gov.au) or send a message on SMT to the Sub School Coordinator.

## **ACCESS TO SCHOOL GROUNDS**

Only a certain area of the school will be available to students who are learning onsite. Access to their lockers will not be allowed and students can leave belongings in the classrooms provided. Students will be situated in the Senior School Centre and use the facilities in the Trade Training Centre.

## **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 their student is not keeping up to date with their schoolwork. Parents may receive an SMS message from XUNO, regular reports and contact from their 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 POLICY**

The school's mobile phone policy will be enforced during onsite supervision.

## **UNIFORM**

Students will not be required to wear school uniform if attending for onsite supervision.

## **HAND HYGIENE AND CLEANING**

All classrooms and rooms will be provided with disinfectant and hand sanitiser. 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 open to promote fresh air flow and maximise the use of outdoor learning areas or environments.

## **FACE MASKS**

Students and staff who are onsite will be required to wear a face mask or covering. If your child will be attending onsite and falls into one of the exemption categories outlined please [click here](#) to complete to notify the school.

## **WHOLE SCHOOL ASSEMBLIES**

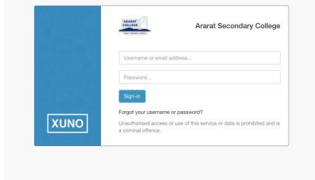





These will continue to run virtually throughout Term 3.

## **VET**

VET subjects will also transition to remote learning. If your child needs assistance accessing the information from the VET provider in relation to this please contact the school on 5352 4177.

## 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> Will be supplied 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> Will be supplied 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

## YEARS 7 & 8



### MONDAY

#### Video Call

9:00am: Mentor Group/Illuminate

#### English

9:15am - 10:30am

#### Maths

11am - 12pm

#### Science

12pm - 12:30pm

#### Health

12:30pm - 1:15pm

#### Physical

Activities (PE).  
2:30pm - 3pm

### TUESDAY

#### Video Call

9:00am: Mentor Group/Illuminate

#### English

9:15am - 10:30am

#### Maths

11am - 12pm

#### Science

12pm - 12:30pm

#### Health

12:30pm - 1:15pm

Physical  
Activities (PE).  
2:30pm - 3pm

### WEDNESDAY

#### Video Call

9:00am: Mentor Group/Illuminate

#### English

9:15am - 10:30am

#### Maths

11am - 12pm

#### Science

12pm - 12:30pm

#### Health

12:30pm - 1:15pm

Physical  
Activities (PE).  
2:30pm - 3pm

### THURSDAY

#### Video Call

9:00am: Mentor Group/Illuminate

#### English

9:15am - 10:30am

#### Maths

11am - 12pm

#### Science

12pm - 12:30pm

#### Health

12:30pm - 1:15pm

Physical  
Activities (PE).  
2:30pm - 3pm

### 'FEEL GOOD FRIDAY'

#### Video Call

9:00am: Mentor Group/Illuminate

#### French

9:15am - 9:45am

#### Humanities

9:45am - 10:30am

#### Art Based Elective

11am - 12pm

#### Technology Based Elective

12pm - 1pm

**\*See the next page for more information on Friday's schedule!**

# FEEL GOOD FRIDAY'S

This time with Remote Learning we are doing things slightly differently!  
'Feel Good Friday's will be the day that you complete activities from your non-core subjects. Those that you haven't worked on from Monday - Thursday. This includes:

- French
- Humanities
- Art
- Drama
- Music
- VCD (Graphics)
- Technology
- Food

You only need to focus on the elective subjects that are in your Semester 2 timetable.  
These are outlined below.

## Year 7

- 7R - Graphics, Drama, Technology
- 7G - Music, Drama, Technology
- 7B - Technology, Drama, Musics

## Year 8

- 8R - Food, Art, Textiles, Music
- 8G - Food, Art, Technology, Graphics
- 8B - Graphics, Food, Technology, Art





# LEARNING AT HOME SCHEDULE

## YEARS 9 & 10



### MONDAY

#### Video Call

9:00am: Mentor  
Group/Illuminate

Follow Normal  
School Timetable

### TUESDAY

#### Video Call

9:00am: Mentor  
Group/Illuminate

Follow Normal  
School Timetable

### WEDNESDAY

#### Video Call

9:00am: Mentor  
Group/Illuminate

Follow Normal  
School Timetable

### THURSDAY

#### Video Call

9:00am: Mentor  
Group/Illuminate

Follow Normal  
School Timetable

### FRIDAY

#### Video Call

9:00am: Mentor  
Group/Illuminate

Follow Normal  
School Timetable

# LEARNING AT HOME SCHEDULE

## YEARS 11 & 12



### MONDAY

#### Video Call

9:00am: Mentor  
Group/Illuminate

Follow Normal  
School Timetable

### TUESDAY

#### Video Call

9:00am: Mentor  
Group/Illuminate

Follow Normal  
School Timetable

### WEDNESDAY

#### Video Call

9:00am: Mentor  
Group/Illuminate

Follow Normal  
School Timetable

### THURSDAY

#### Video Call

9:00am: Mentor  
Group/Illuminate

Follow Normal  
School Timetable

### FRIDAY

#### Video Call

9:00am: Mentor  
Group/Illuminate

Follow Normal  
School Timetable





# 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 - 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

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.
- Provide pre-recorded lessons and virtual learning classes
- 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"

