



PARENT

REMOTE LEARNING

Handbook



APPLICATION FOR ATTENDING ONSITE

Families are to complete an application for attending onsite learning for their student on a weekly basis, these need to be submitted by 9am on Friday's. Students who can learn from home must learn from home. If you would like to discuss your options in regards to onsite supervision please contact the school on 5352 4177. A copy of the onsite attendance form is included at the end of this handbook.

SCHOOL TIMES

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

COLLEGE OFFICE

The College office is open from 8:30am-4pm Monday – Friday. 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

The bus timetable will be operating as usual, so students who will be attending onsite learning are able to use this service.

ILLUMINATE/MENTOR GROUPS

Each morning 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.

TIMETABLES

Students in year levels 7-10 have a modified timetable that they are to complete during Online Learning.

Students in the Senior Years will maintain their current timetable following their morning virtual call meeting.

Sample timetables are attached at the end of this document.

CANTEEN

The canteen is not available during this time.

CLASSES & VIDEO OPTIONS

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

For core subjects (English, Math & Science) in Year 7-10 there will be a minimum of 1 virtual class (WebEx/Zoom) and 1 pre-recorded or additional virtual lesson per week.

In the Senior Year Levels (Year 11 & 12), for all subjects there will be a minimum of 1 virtual class (WebEx/Zoom) and 3 pre-recorded or additional virtual lessons 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 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.

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 a SMS message from XUNO, regular reports and contact from their students' teachers will ensure that they are kept up to date.

UPDATES

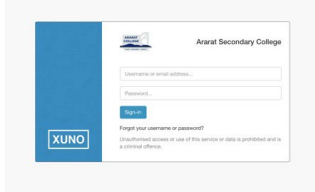





To gain access to the most up to date information that is shared by the school, we recommend that you follow our school Facebook page and monitor the school website and your XUNO parent portal.

PERSONAL CONTACT DETAILS

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

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	 XUNO	Central space for communication to the College Community
GMAIL	 GMAIL	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	 Google Classroom	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 Webex	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	http://edrolo.com https://stileapp.com/au/ https://wordflyers.com.au/	Edrolo (VCE), Stile (Science & English), WordFlyers (English)

LEARNING AT HOME SCHEDULE

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.

LEARNING AT HOME SCHEDULE

YEARS 11 & 12

MONDAY

Video Call

9:15am: Mentor
Group/Illuminate

Follow Normal
School Timetable

TUESDAY

Video Call

9:15am: Mentor
Group/Illuminate

Follow Normal
School Timetable

WEDNESDAY

Video Call

9:15am: Mentor
Group/Illuminate

Follow Normal
School Timetable

THURSDAY

Video Call

9:15am: Mentor
Group/Illuminate

Follow Normal
School Timetable

FRIDAY

Video Call

9:15am: Mentor
Group/Illuminate

Follow Normal
School Timetable

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.





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



ARARAT COLLEGE



ON-SITE ATTENDANCE FORM

Student/s name:			
Student/s date of birth:			
Student/s year level:			
<i>The Victorian Government has stated that all students who can learn from home must learn from home.</i>		I am requesting that my child/ren attend on-site schooling because my child/ren is/are not able to be supervised at home and no other arrangements can be made. By submitting this form, I declare that my child/ren is/are well and I will collect my child/ren as soon as is practicable upon the request of the school if my child becomes unwell.	
Dates required: Please note you need to complete this process weekly to ensure adequate staffing on-site.	Day	Date	AM, PM or ALL DAY
	Monday		
	Tuesday		
	Wednesday		
	Thursday		
	Friday		
	Emergency contact details:		
Parent/Guardian name: _____			
Signature: _____			
Date: _____			

Received and Processed by..... on (date).....



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"

