



Guidelines for Remote Learning – PCW Students

This document outlines how students will engage in **Remote Learning**. This addresses expectations around attendance, learning, feedback and assessment.

Students should be familiar with the Child Safety Protocols for Remote Learning at Presentation College Windsor.

Expectations

- Each day will begin with homeroom at 8:30am in Google Meet, for prayer and daily notices. You should be appropriately dressed and be working in a public area of your home.
- The roll will be marked, if you are absent your parents will be notified via SMS.
- Your class timetable will operate the same at home as it does at school; your teacher will be online in your class time
- You need to use your device to login into Google Classroom for each lesson, access the Google Meet Code to login and participate in your class.
- On Google Classroom you will find instructions and activities for you to complete during your lesson time. At times your teacher will provide feedback on your work in a variety of ways.
- Your teacher will indicate when and how the work should be submitted. Work should be submitted by this time unless you seek a request for an extension.
- In the event of a technology failure (staff or student), restart your computer and login to Google Classroom and await instructions from your teacher.
- If you have any questions you should email your teacher via your **school email**. You must be logged into your PCW google username at all times.
- In the event you are too unwell to study, your parent/guardian should contact the school as per normal absence procedure.
- For students in Years 11 and 12, during study periods you should continue with assigned work and continue with your scheduled class.



- Recess and Lunch: Break times will occur as per the timetable, avoid screen time, refresh yourselves with something to eat or drink and try and engage in some physical activity. Be ready for your next scheduled class.

Supports

- Your teacher will begin each lesson with an outline of what you will be learning. They will be available throughout the lesson via Google Meet or email.
- Your subject teacher will leave clear instructions, lessons resources and activities for you to complete for each lesson on Google Classroom. You should ensure that you complete all tasks and submit these for feedback where requested.
- You will receive feedback on your work in a variety of ways, if any work is not submitted by the deadline your teacher will connect in with your family regarding this.
- If your wellbeing whilst at home is of concern, please email the College Psychologist Ms Lisa Tang (ltang@pcw.vic.edu.au). If urgent you can contact Lisa during school hours between 8:30 AM - 4:00 PM on 0408 239 703. As a follow up you may be contacted by your Homeroom Teacher, Director of Student Wellbeing or College Psychologist.

Assessment

- To support students with their learning, staff may adjust assessments to be submitted online OR may postpone the assessment where applicable.
- For students enrolled in VCE Units 3/4, the College will take advice from the Victorian Curriculum and Assessment Authority and share this with you.