



Guidelines for Remote Learning – Parents

In order to support student learning and wellbeing the school and families need to work in partnership to make remote learning as successful as possible.

Learning will take place online, using Google Meet (video conferencing tool) and Google Classroom (a website that will host and store student work).

Ensure your child is safe and provided with the resources and environment to work remotely (please see the Child Safety Protocols for Remote Learning at Presentation College Windsor).

Below are some guidelines for creating a positive remote learning environment.

- Each day will run as per the timetable and begin with homeroom. Please notify the College as per the normal means if a student is too unwell to attend.
- Students should be appropriately dressed and be working in a public area of your home.
- The class timetable will operate the same at home as it does at school; the teacher will be online in the scheduled class time to begin the lesson and provide support throughout.
- The teacher will begin and end the class in a video conference, with work set to completed during the lesson time. Staff will provide feedback to students in a variety of ways.
- If you need to get in contact with teachers they will be available during the school day via email only (8:30am - 4:00pm). Online learning is an interaction between student and teacher only.
- Students will receive feedback on work in a variety of ways, if any work is not submitted by the deadline the teacher will connect in with parents/guardians regarding this.
- If your child's 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 the Homeroom Teacher, Director of Student Wellbeing or College Psychologist.
- Recess and Lunch: Break times will occur as per the timetable, avoid screen time, students are encouraged to refresh themselves with something to eat or drink and try and engage in some physical activity and to be ready for their next scheduled class.