



Communication between staff and students

Junior School

- Junior School Teachers will communicate with parents via email on Monday and Wednesday mornings. This will include a devotion, a recommended daily schedule for students, an overview of the work to be completed each day and any work which needs to be submitted.
- Class teachers will keep Year Level Coordinators and Heads of Section informed of any academic or pastoral concerns via email.

Middle and Senior School

- Middle and Senior School Teachers will communicate with students through the subject page on The Hub. This will include a lesson by lesson overview of the work to be completed each week and details of the work to be submitted.
- Teachers will schedule at least one online class per week via Microsoft Teams during regular timetabled class time. Students are expected to login and contribute to this class.
- Year Level Coordinators will post a Devotion for students on the Daily Newsfeed and maintain regular posts during the week on the Year Level page.
- Subject teachers will keep Year Level Coordinators and Heads of Section informed of any academic or pastoral concerns via email.



Student Attendance

Junior School

- All students are expected to be completing the work set by class teachers as per the schedule which will be emailed each Monday and Wednesday morning.
- All student absences from scheduled classes for any reason (e.g. appointments) are to be communicated to the College through the usual process from the parent/guardian. Please email attendance@standrews.vic.edu.au to advise the College of any student absence.

Middle and Senior School

- All students are expected to be present and active online during any scheduled online lessons (logged into their class Microsoft Teams at the beginning of the class).
- Students are expected to complete work for the subject as timetabled. Teachers may require the student to “check-in” during the lesson.
- All student absences from scheduled classes for any reason (e.g. appointments) are to be notified by the usual process of the parent/guardian informing the College of the absence. Please email attendance@standrews.vic.edu.au to advise the College of any student absence.



Student Behaviour Management

- Students are to wear neat, casual attire when participating in online classes.
- Students are to refrain from eating or drinking while online in classes as per usual expectations.
- Students are to inform the teacher via email or chat on Microsoft Teams if they need to go offline/exit the online class/Microsoft team for any reason (e.g. bathroom breaks) during the online class time.
- Students in Years 11 and 12 who have study periods are expected to be studying offline during this time but can email staff should they require further support.



Student Academic Management

- The College will be unable to cover online classes for absent teachers. However, the class work for this lesson will be available on The Hub.
- If there is to be any long-term teacher absence, the College will email parents to notify them.
- Information about progress and assessments will be communicated via The Hub as per usual.
- All School Assessed Coursework (SAC) for Unit 3 and timed School-based Assessment for Unit 1 has been postponed until Term 2. The VCE Coordinator will provide any updates regarding the delivery of VCE subjects.



Student Health and Wellbeing

Students are encouraged to adopt positive well-being strategies during the Continuous Learning period such as:

- Be dressed in neat attire for all online classes
- Make a 'work station' area where they have access to all their books, folders, pens, calculators etc for the day
- Set up their computer/iPad to do online classes from a public space in the house; not their bedroom
- Stand and stretch regularly throughout the day; avoid slouching and resting arms on a table
- Stay connected with their friends online and via the telephone at recess and lunchtimes
- Have regular breaks from being online during the day; recess and lunchtime
- Keep to a 'school day' routine while at home
- Make a daily exercise routine where they go outside
- Maintain a regular school night sleep routine; set alarm for normal time
- Eat healthy meals and snacks at regular times
- Plan some fun activities for each day
- Plan quiet times of prayer and Bible reading



Continuous Learning Approach

Junior School

- St Andrews will continue to maintain the provision of a quality education for Junior School students through work sent via email.

Middle and Senior School

- St Andrews will continue to maintain the provision of a quality education through The Hub and Microsoft Teams. This could also include: Forums, Class Chat sessions, Online quizzes and Surveys.
- Students will be able to access all class resources such as handouts and PowerPoints through The Hub, as well as communicate with their Teacher and classmates.
- Students will be given tasks/activities to complete and submit during the set class online time.



Child Safety

- All communications between staff and students will be done via The Hub, Microsoft Teams or via email. No other public platform (e.g. Facebook/Messenger/Twitter) is to be utilised.
- Staff will always “cc” in their supervisor and/or parents in email communications to students.
- For maximum security, we recommend that all students do NOT work on their Ipad or computer in their bedroom.

Organise your child to be in an open part of the house, where their work is transparent and they remain accountable for all that is done on their device.

- We recommend that online work is not accessed on a smart phone but on their computer or Ipad.
- We will continue to operate a strict ‘no cyber bullying’ rule. Any student found to be engaging in inappropriate or bullying conduct will be disciplined according to College policies and procedures.
- Parents, please be constantly aware and informed of what your child is doing on their device.
- **Key message for everyone is being transparent and accountable.**



Parental Support Tips

- Maintain the family’s normal routines and expectations as much as possible.
- Establish routines and expectations for online learning days – aim to keep the routines of a ‘normal’ school day as much as possible.
- Allow your child to self-manage their online classes – we encourage the use of headphones once they login to the class. Their computer screens should not be shared while online in classes with any other individuals.
- Discuss with your child the online physical space for their online classes. The College has recommended to students that they ‘attend’ their classes in a more public work space other than their bedroom or where they usually do homework/study. They can wear headphones if there is concern about disruption from other family activities. This will preserve their usual study spaces for homework/study after school classes are over.

- Monitor communications via email and The Hub from the College/teachers. We will be increasing the amount of information on The Hub and other digital forms.
- Encourage times at the end of the school day for quiet work and reflection offline.
- Encourage physical activity and/or relaxation.
- Remain mindful of any concerns your child may have about the current situation and contact the Homeroom teacher for support if required.
- Monitor how much time your child is spending online throughout the day. However, students are also encouraged to remain in contact with their friends – a delicate balance might be required!



Contact Details

For Parental queries about

A class program, subject, assignment, assessment or resource

A technology-related issue

A significant personal or social/emotional concern

Contact

The Subject teacher

The Head of Faculty

Contact IT Support on 1300 832 454

Email: itsupport@standrews.vic.edu.au

Year Level Coordinators:

Mrs Judy Hendricks (Prep – Year 2)

jhendricks@standrews.vic.edu.au

Mrs Paige Cheung (Year 3/4)

pcheung@standrews.vic.edu.au

Mr Ben Sheahan (Year 5/6)

bsheahan@standrews.vic.edu.au

Mrs Christa Cloete (Year 7/8)

ccloete@standrews.vic.edu.au

Mr Steve Mellody (Year 9/10)

smellody@standrews.vic.edu.au

Mrs Natalie Farmer (Year 11/12)

nfarmer@standrews.vic.edu.au

College Wellbeing Team:

Mrs Joanne de Meester

jdemeester@standrews.vic.edu.au

Mrs Yvonne Hughes

yhughes@standrews.vic.edu.au

Mrs Christa Cloete

ccloete@standrews.vic.edu.au

Mr Warwick Grant

wgrant@standrews.vic.edu.au

Heads of School:

Mr John Presant (Senior School)

jpresant@standrews.vic.edu.au

Mr Dan Lee (Middle School)

dlee@standrews.vic.edu.au

Mrs Yvonne Hughes (Junior School)

yhughes@standrews.vic.edu.au

Other issue related to Continuous Learning

The Head of Learning and Teaching:

Mr Michael Swanborough

mswanborough@standrews.vic.edu.au