



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.

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.
- Make sure that you check The Hub and email on a regular basis **throughout** the day as Teachers, Year Level Coordinators and Heads of School will maintain regular contact



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 you 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 must diligently check all emails, notifications and class pages on The Hub regularly throughout every day.
- Students are to wear neat, casual attire when participating in online classes.
- Students are to be ready and logged in with all class materials as soon as a scheduled online learning lesson begins.
- 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

- If a teacher is unable to take a scheduled online class due to absence, they will notify you via The Hub. The class work for the lesson will be available on The Hub.
- If there is to be any long-term teacher absence, the College will email your 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 wellbeing strategies during the Continuous Learning period such as:

- Organise in advance a public 'work station' area where you have access to all your books, folders, pens, calculators etc. for the day so that you are ready when classes begin for the day. It would be best to have this as somewhere different from your bedroom/desk – leave this space for regular study and have your online classes in a different place. You could wear headphones and be at the kitchen table, for example.
- Stand and stretch regularly during all classes; avoid slouching and resting arms on a table.
- Consider standing up for some classes at a standing desk/higher bench.
- Have regular breaks from being online.
- Keep to a 'school day' routine at home while at home; make your lunch and recess snack as per normal.
- Make a daily exercise routine – go outside.
- Maintain a regular school night sleep routine; set your alarm for normal time.
- Eat healthy meals and snacks at regular times.
- Plan some fun activities for each day – make plans with friends for online chats or phone calls.

- Plan quiet times of prayer and Bible reading.
- Avoid too much research and discussion about the community health situation as your focus is on staying well and continuing your studies and school connections.
- Contact your Subject Teacher, Homeroom Teacher, Year Level Coordinator or Head of School if you have concerns about anything.



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 for Middle School and Senior School students through The Hub and Microsoft Teams. This could also include: Forums, Class Chat sessions, Online Polls, 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.**



Contact Details

For queries about

A class program, subject, assignment, assessment or resource

A technology-related issue

A personal, academic or social/emotional concern

A teacher hasn't logged in to a scheduled Microsoft Teams lesson

Contact

The Subject teacher

Contact IT Support on 1300 832 454

Email: itsupport@standrews.vic.edu.au

Homeroom Teacher

Subject Teacher

Year Level Coordinator

College Wellbeing Team

Head of School

College Reception

enquiries@standrews.vic.edu.au

Phone: 8847 8300