

ST FINBAR'S PRIMARY SCHOOL

REMOTE LEARNING POLICY

STRUCTURE, PROCESSES AND INFORMATION



Daily Structure - Teaching & Learning

Face to Face Teaching

Classroom Teachers will meet with students via Google Meet for live online sessions at the following times:

9:00 am - 9:30 am: Attendance, prayer, daily overview and catch up. This may be done as a class or year level

10:00 am - 10:30 am: Teachers will provide a “live” classroom session where they complete one of the daily lessons with the students via Google Meet. Teachers may do this as a class or a year level, the benefit of a year level being break out rooms for differentiation (if needed). (Explicit Teaching)

11:00 am - 2:00 pm: Teachers will provide a 1/2 hour question and answer session during this time (teachers choice as to when) where they are present on Google Meet. Students are invited to join the Google Meet at the nominated time to check in with the teacher if needed. The 1/2 hour time will need to be clearly communicated with students and parents and where possible should be at the same time every day. This session is needs-based only, students only join if they have a question. This may be done as a class or year level.

2:00 pm - Onwards: Teachers are unavailable for communication with students as this time is for planning.

Structured Learning - Google Classroom & Seesaw

Year Prep: Seesaw will be the main platform for our Prep students. Teachers are to provide a suggested daily timetable and a suitable amount of activities for the students to complete.

Years 1 - 6: Google Classroom will be used as a hub for the students to access work that needs to be completed. The Google Classroom should be set out with the Date as Topics and assignments under each day to be completed. Topics should follow this format “Monday 15th February” and the current day should be at the top of the timeline.

Teachers will need to schedule lessons that are planned ahead of time to ensure students cannot access them early.

Teachers will need to provide each day:

- 1 x Maths lesson
- 2 x Literacy lessons (reading, writing, spelling or grammar)
- 1 x Other lesson (Faith Life, SEL, Religion etc)
- 1 x Specialist lesson per week (on nominated days, see below)

The staff at St Finbar's may use the following to assist home learning for students:

- Seesaw
- Hapara
- Applications from the Google Suite for Education including Google Classroom, Google Docs, Google Slides, Google Sheets, Google Meet
- Video conferencing, including Google Meet
- You Tube
- Educational programs including, but not limited to Essential Assessment, StudyLadder, Epic etc.

Intervention & Other Programs: The structure and implementation of these programs will continue and processes will be communicated with stakeholders where needed.

Specialist Teachers - Prepare 1 lesson per week for each year level to be placed on Google Classroom or SeeSaw. The days of these lessons will be discussed once remote learning has been implemented.

Device Borrowing

If a parent requests to borrow a Chromebook from school, they will need to contact the Principal - Pat Berlingeri or their child's class teacher who will approve the request. Students will take the Chromebook and a charger home from school on the day they are sent home. It will be the classroom teachers responsibility to coordinate this. If the remote learning policy is enacted when the students are not present at school, parents will need to collect the Chromebook and charger from the office. Parents are responsible for the following:

- The Chromebook and charger will need to be returned in the same condition as when it was borrowed. Any damage to the Chromebook or charger (including being lost) will be billed to the family. A photo will be taken of the Chromebook and charger in its current condition.

- The use of the Chromebook at home is for school Online Learning tasks only. This should be supervised in line with the schools “Home Learning Policy” that has been provided via Caremonkey.
- The Chromebook is not to be used for personal/social use, such as playing games, social media and browsing.
- No extensions/add ons or programs are to be altered, unless advised by a staff member from school.
- Any accidental or purposeful damage to the device needs to be immediately reported to the school.
- Students are not to lend the device to another student/sibling/family member or share passwords.

Communication

Teachers will be available for communication from parents and students via the following methods between the hours of 9 am - 2 pm.

- Email
- Google Classroom (via private comment section)
- Google Meet Sessions throughout the day
- SeeSaw

Teachers will respond as quickly as possible to all communication but will be unavailable after 2 pm due to planning and preparation time.

Teachers will aim to provide feedback to each student on at least 1 of the daily tasks. Students are encouraged to read and respond to this feedback where necessary.

Information for Parents

Parents make the final decision as to which programs their children participate in.

Students will not be penalised if parents decide that a particular program is not appropriate for their children, however, we do encourage open communication between the school and home if this is the case. It is important to note that data collected by these platforms is stored in various ways, potentially off-shore.

Video conferencing sessions may be recorded **by teachers** and made available to students who missed the session. Please contact the classroom teacher if you have any questions about this. **Under no circumstances are video conferencing sessions to be recorded by students or parents and/or distributed on social media or other platforms.**

If a student is absent from video conferencing or is not completing work?

Teachers will need to email the parents if there are 2 consecutive days, or a regular pattern, where a student has not completed any work or if they are absent from Google Meet sessions. If the lack of attendance online continues following the email, please let the Principal or Deputy Principal know so they can follow up with a phone call. Please clearly communicate with parents the importance of completing tasks online as some tasks may be used for reporting purposes. If students miss a task that is for reporting, a N/A will be placed on their report for that criteria, unless there is another assessment task the teacher can use.