



# HOME LEARNING PROGRAM

## *Guiding Principles*

Teachers will endeavour to be online and available during scheduled class time to support, encourage and offer feedback.

Messages will be posted by teachers on scheduled class days via SIMON Class Notices to check in with students and communicate tasks for the day's lesson.

Learning Enhancement Staff will be available and in communication to provide support to students with identified needs.

St. Joseph's College will continue to utilise online learning platforms such as SIMON, Google Classrooms, Stile, Edrolo, Google Meet Maths Pathway and Literacy Planet to support student learning.



All home learning tasks will be posted on SIMON for ease of student access.

Tasks will be designed so that students can complete them relatively independently with support from teachers.

Teachers will endeavour to assign a balance of online and offline activities to manage screen time.

Teachers, Learning Mentors or House Leaders will reach out to the parents of any students who are not engaging to offer additional support and guidance. Parents, please notify the Front Office of 'remote learning absences'.



Learning Mentors will organise a Google Meet check in call, between themselves and the students in their Learning Mentor Group during LM time across the week.

Designated year levels will be invited each day.

**Monday** - Year 11 and 12 students,

**Tuesday** - House Meetings (via video recording by their House Leader),

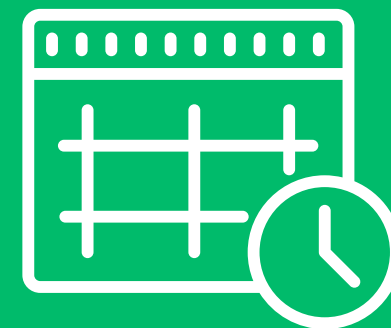
**Wednesday** - Year 9 and 10 students,

**Thursday** - Year 7 and 8 students,

**Friday** - all students in that LM

At the start of the day, make sure you check emails, SIMON messages and your class notices for that day.

Attendance at LM will not be recorded.



## YOUR DAILY TIMETABLE

**This will stay the same and the expectation is that you will be engaging with your learning and communicating with your teachers during lesson times.**

**Attendance will be taken for Periods 1 - 4 using SIMON. This will be based on your on-line engagement in the lesson.**

**ENSURE YOU TAKE BREAKS AT RECESS AND LUNCH**





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### Parents / Carers

Support their Child/ren in learning by:

- Providing an environment conducive to learning (access to technology, safe and quiet space during daytime).
- Ensuring that online meetings occur in a shared family space.
- Helping with the support and monitoring of their child's learning.
- Engaging in conversations on posted materials and assignments.
- Contacting the subject teacher/Learning Mentor if the student is unwell and unable to participate in classes.
- Contacting their child's Learning Mentor or House Leader to discuss any well-being concerns.
- Contacting the classroom teacher if their child is having difficulty with a particular aspect of classwork or assessment.
- Supporting emotional balance by providing ample time and room for physical activity, conversation and play.
- Communicating with the front office or via PAM following normal procedures if their child is unable to 'attend' remote learning (eg due to sickness).
- Being responsible for your child's general safety at home or elsewhere.

At all times we will adhere to the **Child Safety Standards**.

"At St Joseph's College everyone has the right to safety, well-being and inclusion at all times."

### ROLES & RESPONSIBILITIES



### Students

Students are expected to:

- Have their laptop, charger as well as other textbooks and exercise books.
- Participate in their scheduled Learning Mentor Google Meets meetings
- Participate in online meetings in a shared family space.
- Check SIMON, at what would normally be their Learning Mentor time, to see what classes and learning activities they will be expected to complete during the day.
- Engage with all timetabled SIMON Classes during the day.
- Complete all lesson activities and contact teachers via email, SIMON forums, Google Meet or Google Classroom if they have any questions or require support during regular class time.
- Take ownership of their learning and complete all tasks and e-submit as directed.
- Complete assessment tasks following all assessment conditions carefully.
- Email the IT Helpdesk [itsupport@sje.vic.edu.au](mailto:itsupport@sje.vic.edu.au) if they are experiencing technology difficulties or are unable to access resources.
- Participate in all online meetings and forums respectfully, wearing appropriate smart casual clothing, remembering this is part of the school day.
- Ensure their own social and emotional balance by keeping healthy habits.

### Teachers

Teachers are to:

- Use SIMON and, where appropriate, other recommended technology platforms.
- Have up to date SIMON Online lessons for each class by the start of the day for each class.
- Include tasks that do not require screen time, for example, handwritten drafts, reading, mind maps.
- Communicate modified lessons to students with PLP adjustments, their parents and their Learning Support Aide.
- Be available to teach/communicate with/receive tasks/provide feedback to their classes during the same times as they would normally teach their classes, during face-to-face lessons.
- Be accessible to students/families/staff via SIMON and other technology being utilised during normal school hours.
- Where the above is not possible, communicate alternative arrangements with the class.
- Be flexible but, where possible, aim to deliver similar learning as they normally would cover in face-to-face lessons.
- Avoid setting tasks that would require students to print materials
- Initially, teachers will mark attendance rolls on SIMON based on the participation of students in lessons, whether that be engagement in video conferencing, emails, Google Classrooms, Google Docs/Slides or other work completed during the lesson. LM attendance will not be taken.
- Communicate with parents, any repeated missed submission of tasks or non-engagement and also notify the relevant Learning Mentor and House Leader.





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### **Learning Support**

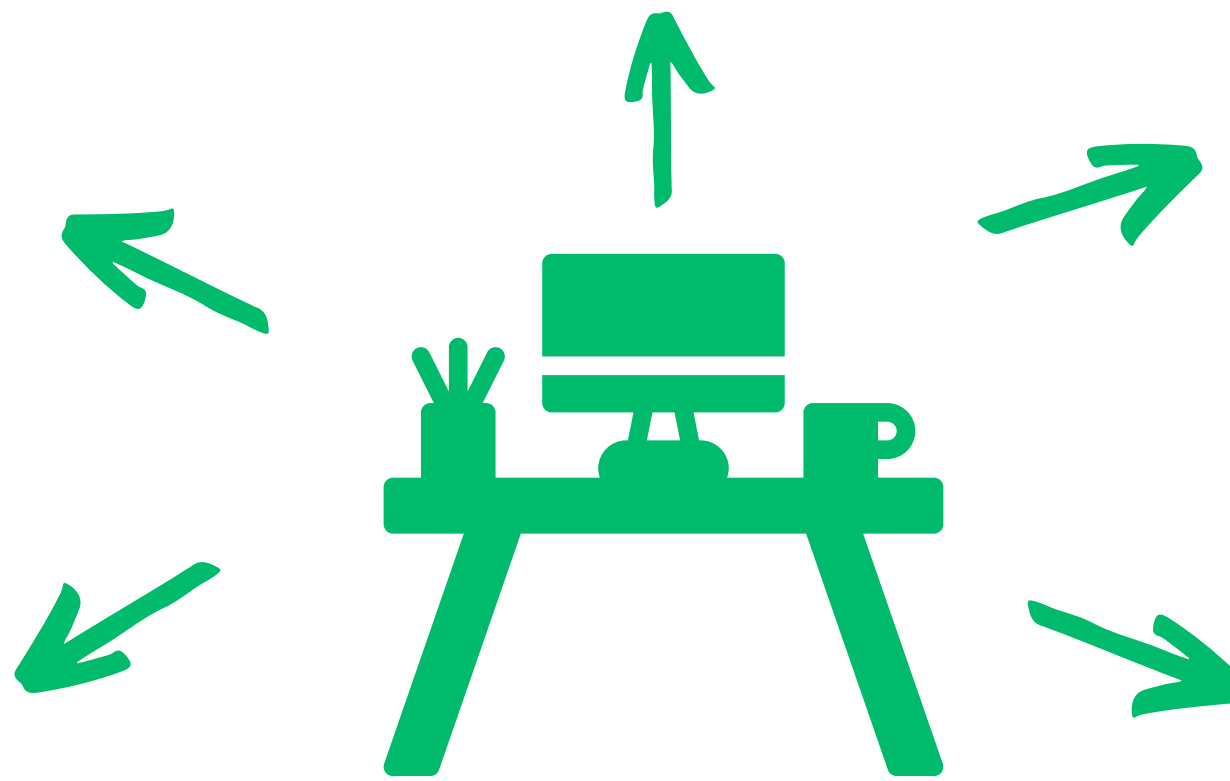
Activities are designed to support student learning through active engagement. A range of learning activities will be provided.

**Student Learning and Wellbeing support to be a continued priority.**

**Communication:** Staff (Teachers, House Leaders, Learning Mentors etc) will be communicating with students and remain an online presence. Teachers will communicate with parents as appropriate.

### **Engagement**

Students engagement through opportunities provided will support their learning and wellbeing needs. Students will communicate with teachers and complete set learning tasks.



## **WORKING TOGETHER**

### **Student Wellbeing**

A balance between online and offline activity to manage screen time.

**Students will access SIMON for each lesson.**

SIMON is St. Joseph's Learning Management System and will be the primary source of information.

Ensure that our students maintain a healthy diet, eat regularly and exercise accordingly.

### **Learning Enhancement**

Learning Enhancement staff will continue to support students with identified needs in a variety of ways.

## **CONTACT ADVICE**

For questions relating to a **course, an assignment or a resource:**

→ Relevant subject teacher via email

For concerns relating to your **child's progress:**

→ Learning Mentor via email.

For questions relating to your child's **VCE program:** email:

→ seniorschoolleader@sjc.vic.edu.au

For questions relating to your child's **VCAL program:**

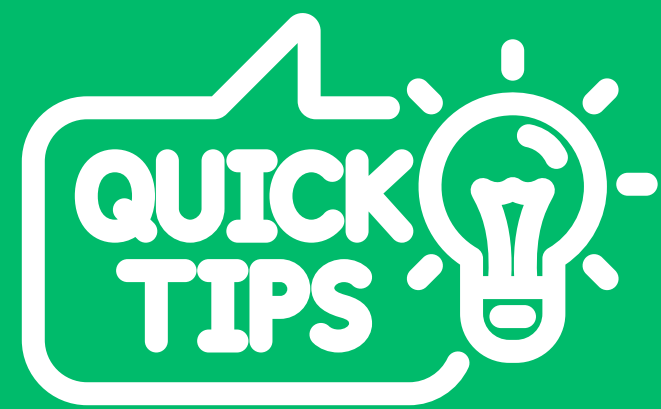
→ email: vcal@sjc.vic.edu.au

For questions relating to a **technology issue** or request:

→ email: itsupport@sjc.vic.edu.au

For questions relating to **additional learning needs:**

→ email: learningenhancement@sjc.vic.edu.au



- Check your calendar regularly, follow your timetable and make sure you plan ahead.
- Support your health by maintaining your daily routine.
- Ensure you are in an appropriate study space and have necessary materials.
- Sit upright and don't forget to stand and stretch.

