



Mazenod College Remote Learning Guidelines



Learning Plan for the Community

Throughout any closure, students will be expected to engage in learning experiences to continue their course of study at home. During this period, students will undertake some new ways of learning, including a blended model with both online and offline learning tasks along with some longer open-ended tasks.

- Students will login to their MazCom class pages each day to follow their daily timetable, where they will access teacher directions for each lesson and links to set work.
- In all VCE and 7-10 classes, they will continue to work towards the established curriculum, following all our existing course requirements and the VCAA study designs.
- In many classes, changes will be made to the set curriculum to accommodate remote learning.
- Teachers will monitor student attendance and their appropriate engagement with their learning.

The following tools can support families at home to ensure the continuation of learning:

1. MazCom

MazCom class pages are the main point of contact between students and their subject teachers regarding lesson outlines and set learning tasks. This will include an attendance record and a class forum.

2. Email

Parents and students may continue to contact teachers via email.

3. Online

Our existing online platforms provide opportunities for collaboration between students and teachers, and for students to access learning materials. MazCom class pages are the first point of contact for students in every period. Other platforms used include G Suite (Google) and Hapara Teacher Dashboard, Edrolo, Quizlet, teacher demonstration videos, ClickView, Khan Academy, Library resources, online textbooks and a number of other online applications.

4. Virtual Conferencing

Real-time conferencing may be conducted in some classes using Google Meet.



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Mazenod Continuity of Learning

Guidelines for Students

Students are to:

- identify a quiet space in their home so they can work effectively and quietly
- connect daily to MazCom to access teacher directions, set work and feedback during their normal class times each day
- save work in their Google subject folders
- submit all assignments and tasks in accordance with timelines and/or due dates, providing they are well enough to learn
- be suitably dressed
- mark their attendance in each lesson via their class page
- maintain regular contact with their teachers and check online communication regularly
- teachers will respond during a class or as soon as possible

To ensure continued wellbeing, we also recommend that students:

- balance online learning with other off-screen learning activities such as reading and completing written tasks
- keep in contact with classmates, friends and peers, communicating and supporting each other with learning
- set up a routine, including healthy eating, drinking water, exercising and good sleeping habits
- maintain connections with family, friends and undertake some leisure activities
- take advantage of the Library's digital resources for learning and recreation

Although students will not be at school, they must maintain safe ICT behaviour. This relates to healthy habits with regards to social media, online behaviour, gaming and other online content.

Guidelines for Teachers

Teachers will:

- introduce each lesson via a forum on their MazCom class pages
- monitor students attendance on their MazCom class pages
- post each lesson outline on their MazCom class pages
- engage with their students via MazCom forums or other social streams on their class pages
- provide feedback on learning and assessment tasks via GSuite and the MazCom class pages as required





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Guidelines for Parents

As a parent, we ask you for the following support:

- designate a place where your son can complete his work during school hours
- encourage your son to follow his daily timetable and access his MazCom class page for each lesson
- check in with your son regularly about his learning tasks, activities and assessments
- monitor your son's due work and support him in submitting assignments on time
- remind your son to contact his teachers if he has questions or if he needs extra help or support and teachers will do their best to respond in a timely manner.
- where possible monitor time spent engaging in online and offline learning.
- support balance by providing ample room and time for reflection, physical activity, conversation, and recreation
- during allocated Sport lessons, encourage your son to be active
- If your son is unwell, please advise Mazenod College on (03) 9560 0911 or via the MazCom App



Video/Audio Conferencing and Teaching

Some staff may engage in real time video introductions, tutorials and conferencing with their class. They will inform their class that this is going to happen by email or forum prior to the lesson. Staff may prerecord video of instructions, examples or feedback and post to the MazCom class page. Students may prerecord responses or assessment submissions and post to their subject folders or MazCom class page.

Guidelines for Video/Audio Conferencing

- students must be dressed appropriately
- located at a suitable work area in a shared space, not in bedrooms
- staff will be in neat casual attire
- real time video conferencing will only occur during scheduled class time
- only teachers can initiate and set up video conferencing
- no recording of conferences is permitted
- students should mute their microphone when not speaking
- conferencing/discussion should always be sensible and appropriate



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Learning Diversity Team

If your son is currently supported by the Learning Diversity Team, staff will work together to develop online learning tasks for these students.

Remote Learning Study Tips

- Routine – maintain normal eating times, leisure times and sleep routines
- Tools – know what tools are needed before you begin such as laptop and charger, textbooks, pencil case and water bottle
- Space – have a designated study area with a quiet space at home where you can concentrate and work effectively
- Participation – when participating in classes, especially any video conferencing, make sure you are dressed in appropriate clothing
- Access – ensure you can access MazCom class spaces, GSuite subject folders, documents and online textbooks
- Plan – organise your time wisely, planning your day according to your timetabled subjects
- Communicate – always maintain regular contact with your teachers, they may not respond immediately, but they will reply as soon as possible
- Use the Digital Services for Students page on MazCom (Student Services) for support with digital learning resources

Counselling Support

The college Psychologists will be available during regular school hours via email (8.30am to 4.30pm). They will be providing support for existing counselling students and will continue to accept new referrals. To access counselling support and further information please visit the Counselling tile on MazCom- <https://mazcom.mazenod.vic.edu.au/homepage/1065>

In the event of an emergency, please contact Lifeline (13 11 14), Kids Helpline (1800 551 800), the emergency department of your local hospital or 000



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Daily Prayer

Heavenly Father, you have chosen us to be your people and you call us to live and grow each day in our Mazenod College Community. May we be ever more aware of the presence of Jesus in our own lives; nourished by prayer and the Eucharist, may we make His presence felt more and more in the lives of those around us, at home, at school and at play.

St. Eugene de Mazenod, pray for us. Amen

Contacts

Administration Office:	(03) 9560 0911 frontdesk@mazenod.vic.edu.au
IT Support:	itsupport@mazenod.vic.edu.au
Learning Diversity Support- Anne Johnson:	ajohnson@mazenod.vic.edu.au
Class Resource Support:	contact the subject teacher
Principal - Tony Coghlan	principal@mazenod.vic.edu.au
Deputy of Students- Tim Ford:	tford@mazenod.vic.edu.au
Deputy of Curriculum- Noel Jenkinson:	njenkinson@mazenod.vic.edu.au
Deputy of Operations- Tony Rolfe:	arolfe@mazenod.vic.edu.au
Dean of Senior School- Pier Bourne:	pbourne@mazenod.vic.edu.au

Class Times

Period 1	8.50am - 9.40am
Period 2	9.40am - 10.30am
Break	10.30 am - 10.50am
Period 3	10.55am - 11.45am
Period 4	11.45 am - 12.35pm
Lunch	12.35pm - 1.25pm
Period 5	1.25 pm - 2.20pm
Period 6	2.20 pm - 3.10pm

