



VUSC Guide to Remote and Flexible Learning

Term 3 2020



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Dear Students, Parents and Families,

The Government has announced that, students from Year 7 to 10 are expected to learn and working from home from Monday 20th July to Wednesday 19th August for the start of term 3. There are some exceptions to this for students who qualify under a number of categories for on-site learning. See below for advice about this.

Online learning at Victoria University Secondary College

- Monday 13th July to Friday 17th July is a planning day for teachers. No classes are running this week for students in Year 7 to 10 as they have an extended week holiday.
- Classes will be online for all students in Years 7 to 10 beginning on Monday 20th July using an interactive platform called Microsoft Teams, same as what we used in Term 2.
- All work and activities for your child will be on posted on Compass.
- We will follow the usual timetable **starting at 8.50am**.
- Teachers will make contact with their class on Microsoft Teams and mark the rolls at the start of every lesson. Attendance will be recorded, and students still require **90% attendance** for each class.
- Teachers will teach and be available to help students with work during the lesson.
- Assessment tasks will continue to be completed and results will be posted on Compass.

VCE / VCAL classes

- All Year 11 & 12 VCE/VCAL and Year 10 students studying a VCE subject be back at school undergoing face to face learning.

Advice for online learning

Advice for students and parents about how to best support learning from home is attached to this document. We will continue to update this as the term progresses to further support you and your child.

Devices and internet

We are continuing to work with families to ensure that every child has access to a device and internet at home. Please contact us if you need support with this. You can call the Office (9363 1155) on Wednesday 15th April or you can email the school at victoria.university.sc@edumail.vic.gov.au and we will get back to you ASAP.

Contacting teachers

If you have any concerns about your child's attendance, progress or wellbeing, we ask that you follow the usual process of contacting their Year Level Coordinator. Teachers will be available to students during class time, and in normal working hours; not outside of this.

On-site learning at school

- **The Premier of Victoria has made it clear that all children from Year 7 to 10 who can learn at home, must learn from home** - with exceptions only in extremely limited circumstances. Exceptions are made only for children who cannot be supervised at home and no other arrangements can be made; and for children in vulnerable situations.
- If you believe this applies to you, please contact us using the School's email address victoria.university.sc@edumail.vic.gov.au **no later than 10.30pm on Friday 17th July** to enable adequate planning for supervision.
- Students must not attend school at any time without prior approval from the school.
- Please note that students who are supervised on-site will be doing the same online learning as all other students. Students should come to school in full school uniform and with their lunch/drinks as the canteens will be closed.

High expectations and high support

Please be assured that during the online learning program in Term 3, we will hold the same high expectations for your child's progress, engagement and effort; and we will provide the support needed for them to achieve their goals. We will call you as soon as we have any concerns about your child, including for attendance each day.

Our staff have done a wonderful job in preparing for online learning and teaching, and our partnership with you is even more important than ever to ensure continued learning and success for your child. Please read the attached advice and support your child to establish a strong routine right from the start of the term on Wednesday morning.

Again, thank you for your support and understanding of this extraordinary situation. We will continue to provide you with updates from DET for our Year 7 to 10 students through Compass. We look forward to resuming our face-to-face teaching for our Year 7 to 10 students as soon as possible.

Kind regards and best wishes to you all.

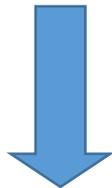


Elaine Hazim
College Principal

VUSC Guide to Remote & Flexible Learning

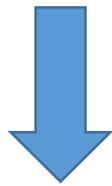
Get Ready

Get ready for school, at the regular time and organise yourself according to your VUSC timetable.



Physical Learning Space

Have a communal space in your home that you can set up as your 'classroom' with your device and resources. Be on time just like regular lessons.



Digital Learning Space

Depending on your course and your teacher, engage in the digital space on Microsoft TEAMS. Responsible citizenship practices need to be followed.



Take Care of Yourself

Look after your physical and mental health by taking regular breaks, eating well, exercising and maintaining communication with family and friends.

What Does Remote & Flexible Learning Look Like at Home Every Day?

What will day to day learning involve for my child?

- Each day your child will need to log into Compass to check their timetable for the day.
- Each day will consist of four periods and a home group.
- Your child will then log onto Microsoft Teams for the period where the subject teacher will mark the roll and begin the lesson.
- Your child can click on each class in their scheduled timetable on Compass for the day to access the learning intention and required work for the lesson. Their teacher will also provide information about when that work will need to be submitted as a learning task in Compass.

To ensure students remain organised, we encourage them to continue to use their College diary to keep track of due dates, etc, just as we would remind them to do in the classroom.

If your child is needing support from their classroom teacher, we encourage them to email their teacher through their school email account that is accessed by logging onto Compass, with their questions so that the teacher can address their concerns as soon as possible.

To access the VUSC email account the student will need to log onto COMPASS then go to the top

left corner where they will see this bar,  then click on the **Star** and scroll down to **VUSC Email** and click on that. The student's user name is their student ID and their password is the same password that the student uses to log onto Compass.

What do I do if my child is unable to complete their assigned work because they are unwell?

If your child is unwell and needs more time to complete work then the student will need to email their subject teacher to negotiate an extended time to submit the assigned work.

If your child is unwell and can't attend online classes, parents will need use the existing procedure by adding an Attendance Note on Compass for an approved absence.

Lessons will be uploaded on Compass for the benefit of students who may be absent.

If you have any technical difficulties with your Compass login or your child has any issues with their login please create a support ticket by sending an email to the VUSC Service Desk: servicedesk@vusc.vic.gov.au and assistance will be provided. Please include a meaningful subject and a brief description.

Advice and Resources to Manage Remote and Flexible Learning

During the period of school shutdown, the College will be delivering lessons using Remote and Flexible Learning.

Online Tools and Platforms

- Compass: School communication and announcements, resources and submitting assessment tasks.
- Microsoft Teams: for Virtual Classes
- Email: Please keep up to date with emails from your teacher.

About learning from home

To provide learning continuity for your child, it's important they have as much routine and certainty as possible. School plays a large role in your child's routine. To support learning at home, you're not required to be a subject matter expert or educator. Your role is to partner with VUSC to support your child's home learning. The following is a guide for remote learning.

VUSC will:

- Communicate with you and your child regarding their teacher's responsibilities and what students and parents need to do
- Communicate with your child through Compass and Teams to provide learning activities to complete at home
- Communicate with you through the Compass parent portal.

If you do not have a computer device or internet at home, the College will be in contact with you to discuss whether your child needs to borrow one and how your child can receive materials.

How to support your child

You can provide support for your child by:

- Establishing routines and expectations
- Providing a space for your child to work in
- Monitoring communications on Compass
- Providing a level of supervision appropriate to your child's stage of development
- Setting rules around social media interactions
- Checking in with your child often to help them manage and pace their work
- Ensuring they are uploading work by the due date
- Monitoring how much time your child is spending online.

Student responsibilities during remote learning

Student responsibilities include:

- Monitoring digital platforms and communication often and check for announcements and feedback from teachers
- Completing tasks with integrity and academic honesty and doing your best work
- Doing your best to meet timelines, commitments and due dates

- Communicate openly with your teacher and raise any concerns or issues
- Collaborating and supporting your classmates in their learning
- Abiding by VUSC online behaviour guidelines.

Wellbeing – how to look after yourself

- Stay hydrated
- Eat healthy snacks throughout the day
- Practice good hygiene & social distancing
- Maintain an exercise routine
- Get enough sleep (8-10 hours)
- Keep in contact with friends and family
- Look away from the screen from time to time
- Stand and move around every now and then when working on your computer.

Setting up a learning environment

We recognise that every home is different. Where possible, it's important to provide a quiet and comfortable learning space. Your child may have a regular place for doing homework under normal circumstances, but this space may not be suitable for an extended period of time. For some families, having all children around one table may work best.

Where possible, extended learning should take place in a space your family shares. For example, a lounge room or dining room.

These spaces are preferable over a bedroom, where:

- It can be isolating for your child
- Supervision can be more challenging.

It should be a place:

- That can be quiet at times
- That has a strong internet signal, if possible
- Where you or another adult is present and monitoring your children's learning.

Establishing routines and expectations

- Start and end each day with a check-in.
- Encourage regular exercise breaks. Options could include exercise DVDs, apps, dancing, floor exercises, yoga, walking around the garden or using home exercise equipment. For example, a stationary bicycle, basketball hoop or other sporting equipment.
- Encourage healthy eating habits and drinking enough water.
- Keep normal bedtime routines.

It's important that you set these kinds of expectations as soon as learning from home begins, rather than several days later if you notice a child is struggling without a routine.

Communicating with your child

We encourage you to start and finish each day with a simple check-in. These check-ins can be a regular part of each day.

In the morning, ask:

- What are you learning today?
- What are your learning targets or goals?
- How will you be spending your time?
- What resources do you need? What support do you need?

In the afternoon, ask:

- What did you learn today?
- What was challenging? You could come up with a strategy to deal with the same problem if it comes up again.
- Consider three things that went well today. Why were they good?
- Are you ok? Do you need to ask your teacher for something? Do you need help with something to make tomorrow more successful?

Regular check-ins throughout the day may also be appropriate. This depends on your child's needs. These questions allow your child to:

- Process the instructions they get from their teachers
- Help them organise themselves and set priorities.

Advice for parents of children with additional needs

If your child has additional needs, they will be on an individual learning plan. This will help guide their learning from home.

The parents' page of the DET website (www.education.vic.gov.au/parents) has several resources to help parents and carers support learning from home.

For parents and carers of children with learning difficulties, a comprehensive resource *Understanding learning difficulties for parents: a practical guide* can be downloaded from www.uldforparents.com.

This guide provides parents and carers with practical advice about learning difficulties as well as a list of recommended apps.

- [How you can support your child with additional needs at home](#) – this resource helps parents support their child's learning at home.
- [Understanding learning difficulties for parents: a practical guide](#) – this guide provides parents with practical advice about learning difficulties. This includes the evidence base supporting particular intervention programs and a [recommended apps](#) list for students with learning difficulties.

Literacy and Numeracy Resources and Tips

In addition to the resources and materials that your child's teacher will provide, the following resources are available to support your child as they learn from home:

Literacy and numeracy:

Tips for parents and carers to build their child's literacy and numeracy skills can be downloaded from the www.education.vic.gov.au. Search: *get involved in literacy and numeracy*.

Premiers' Reading Challenge:

The challenge encourages children and students from birth to Year 10 to read a set number of books over the year and record their efforts online. Register at www.education.vic.gov.au. Search: *premiers reading challenge*. All Year 7-9 VUSC students are already registered.

Mathematics and numeracy at home:

Parents and carers play an important role in helping to develop their child's numeracy skills. Advice and resources for families can be downloaded from www.education.vic.gov.au. Search: *mathematics and numeracy at home*.

Managing screen time and online safety

As your child is likely to be spending time online, it is important that you talk to them about online safety. This will help them to make good digital choices and use information and communication technologies responsibly.

You may wish to speak to your children about ensuring they:

- use only the online tools recommended by their school or the Department of Education and Training (DET)
- are respectful when communicating online, just as they would be when speaking face-to-face
- use digital devices in open areas of the home
- maintain the appropriate use of digital platforms, privacy and information protection
- responsibly adhere to copyright laws and understand the consequences of plagiarism.

For more online safety advice for parents and carers go to: www.esafety.gov.au.

It's important that you keep a balanced approach to home learning. Time spent using digital devices for learning should be broken up with physical exercise and offline learning tasks often. For secondary school students, hourly exercise breaks are suggested.

College Expectations Using Microsoft Teams

The same College expectations for behaviour at school apply to the Microsoft Teams learning space.

All members of the VUSC College community will conduct themselves respectfully and in a manner appropriate for school while communicating via Microsoft Teams.

Some guidelines for creating and keeping a safe and respectful learning space are:

- students and teachers will treat the online learning space as a regular classroom, meaning normal classroom expectations apply;
- all communication will be respectful, kind and considerate of other students and our teachers.

While learning online we will have spaces where every person has the right to be safe, comfortable and confident in their learning and where every person has the responsibility to respect and protect this for their classmates and teachers. In this way our learning technologies and platforms will be places our people enjoy coming to for learning.

Daily Check-In With Home Group Teacher

We want to be able to check-in with student's wellbeing regularly.

Home group teachers will create a Microsoft Teams for their home group. This team is a space for students to check-in and discuss and obtain support strategies for online learning.

Tips and strategies for online learning and improving mental and physical wellbeing will be posted to home groups on Monday, Tuesday, Thursday and Friday.

Mental Health and Wellbeing Check-In

Just as you set aside time for physical exercise, it is important to make time each day to check in on your child's mental health and wellbeing.

It may take your child some time to adjust to their new routine for learning and key changes such as not seeing classmates in person. Every child will react differently to new circumstances – feelings of sadness, frustration, anxiousness and even anger are entirely normal.

You can help your child by:

- providing an opportunity to talk about how they feel and listening to what they say
- identifying some specific actions they can take by themselves or with you to address any concerns they might have
- asking how they are finding learning remotely, and if there is anything they'd like your help with.

If students/families have a concern about their child's wellbeing during the term, they should contact the school via the VUSC email address victoria.university.sc@edumail.vic.gov.au marked attention to their child's Year Level Co-ordinator. The office will forward that email to the relevant Year Level Co-ordinator who will endeavour to contact you ASAP.

The Year Level Co-ordinators are as follows:

Year 7	Mr Basant & Ms Nicholls
Year 8	Mr De Gabriele
Year 9	Mr Wood
Year 10	Ms Bonanno

If you have an immediate concern about your child's wellbeing, contact:

1. Emergency Services: 000
2. Lifeline 131144
3. Kids Help Line <https://kidshelpline.com.au/> or 1800551800
4. Ask Izzy: askizzy.org.au/?state=vic
(this website brings together a whole range of other websites and phone numbers)

Frequently asked questions

- When will my child need to be online?
Your child will follow the same timetable as per usual. All classes will be run virtually at the times they would normally be run at school. Please see the class times below. Each student's daily timetable can be accessed via their Compass home page.
- How does my child submit their work?
They will submit all work tasks through the Compass learning tasks their classroom teacher directs them to.
- How will my child stay connected?
School is important from a social perspective. Not seeing their friends face-to-face every day can be hard for students. Help them adjust to this new reality by encouraging them to schedule a lunch session for classmates to stay connected. If they are out sick or can't join class because of an appointment, remind them to [change their status](#) or set a status message so their classmates are also aware.
- How do I get my child to stay healthy?
Learning from home can be a new experience for students. Encourage them to take breaks between lessons to stretch, hydrate, or just unplug.

Class times for virtual learning

Below is our normal bell time however, for remote learning this term teachers will end their period 10 minutes early to reduce screen time for both students and staff.

Mondays, Tuesdays, Thursdays, Fridays

Period 1 8.50am – 10.02am
Period 2 10.02am – 11.14am
Home Group 11.14am - 11.24am
Break 11.24am – 11.49am
Period 3 11.49am – 1.01pm
Break 1.01pm – 1.51pm
Period 4 1.51pm – 3.03pm
Students dismissed 3.03pm

Wednesdays

No Home Group
Period 1 8.50am – 10.02am
Period 2 10.02am – 11.14am
Break 11.14am – 11.44am
Period 3 11.44am – 12.56pm
Period 4 12.56pm – 2.08pm
Students dismissed 2.08pm