



# SURF COAST SECONDARY COLLEGE

## Student, Parent and Guardian Guidelines

### Return to Learning from Home

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Learning from home at Surf Coast Secondary College will provide real time, authentic and balanced learning where students and teachers will be connected, collaborate and learn through online approaches together. Success in an online learning environment requires just as much work and effort as onsite learning to support you, we ask that you put in place the following structures and understand our roles in returning online learning from home:

#### Setting up Your Home Learning Environment

We recognise that every student's home is different. Where possible, it's important to find a comfortable learning space. It should be a place:

- that can be quiet at times.
- that has a strong internet signal, if possible.

Your learning space should take place in an area that your family shares. For example, a lounge room or dining room. These spaces are preferable over a bedroom. You may be used to doing homework in bedrooms with the door closed, but we recognise that online learning while at school should be in a public setting, just like a classroom.

We strongly recommend you use headphones and or ear pieces with inbuilt microphone capability. This will minimise the noise disruptions for everyone in shared spaces at home.

#### Establishing Routines and Expectations

- You are required to attend scheduled classes, mentor sessions and check-ins on time. This involves responding in written chats, as well as responsible use of cameras and microphones are turned on when required.
- Make time for regular exercise breaks (at least 30 minutes of moderate intensity physical activity).
- Build healthy eating habits and drink enough water (at least 1 glass of water per hour).
- Ensure you keep your normal bedtime routines (at least 8 hours sleep per night).

#### Managing Screen Time and Online Safety

It's important to keep a balanced approach to learning from home. Teachers will aim to ensure time is spent using digital devices for learning, incorporating physical exercise and offline learning tasks. It's also important that during this period of remote learning we maintain safe and responsible use of information and communication technologies.

#### Teaching and Learning Online

Teachers will be making every attempt to continue to deliver the curriculum, learning tasks and assessments in an engaging and meaningful manner, taking into account the challenges of an online learning environment. Teachers will continue to provide feedback to students and report outcomes through Canvas.

It is extremely important that you:

- actively participate in the work that has been set for you in your scheduled classes so that when you return to school on-site, you are not behind.
- use Compass and Canvas to communicate with your teachers as required.
- engage positively and appropriately with all online learning platforms.

## What if I am new to Surf Coast Secondary College?

Students that are new in Years 7 to 12 will be contacted directly by a staff member on Friday morning. While you are waiting for them to contact you, you may also like to read this document, seek some help from peers that you have made connections with to help you understand how remote learning works at Surf Coast SC.

The table below outlines the guidelines and expectations, many of which are consistent with remote learning that occurred in 2020 at Surf Coast Secondary College for those of you that participated during this time.

ITEM	ACTION
<p>You must be contactable during the normal school hours of 8.50am to 2.55pm</p>	<ul style="list-style-type: none"> <li>● Your teachers may want to speak to you during the day or contact you with questions to help you with your learning tasks. It is important that you are responding to e-mails and messages via your SCSC e-mail account and the announcements and discussions features on Canvas during the day.</li> <li>● It should not take you longer than 24 hours to respond to a message from a teacher; if a teacher has sent you any form of communication and they have not heard back from you within 24 hours, they will contact your parents to check on your wellbeing.</li> <li>● Each morning, you will be required to 'check in' to school - this means that your mentor teacher will post an announcement in Canvas which will appear on your dashboard. The Canvas Course that students are required to 'check-in' their attendance are:               <ul style="list-style-type: none"> <li>- Year 7 - 9 - FUSE Course</li> <li>- Year 10 - Year 10 Hub 2021</li> <li>- Year 11 and 12 - check-ins will happen with the teacher that you would usually have Session 1 on Tuesday (your mentor teacher). A list is below. The check in will happen in this subject's Canvas course. Students that have a study session, a course has been created for you and you have been invited to join this course.</li> <li>- 12 Product Design (Lucy Reece)</li> <li>- 12 Further Maths (Shaun Miller)</li> <li>- 12 PE (Ryan Harding)</li> <li>- 12 Vis Com (Shannon Rose)</li> <li>- VCAL (Aaron Gleeson/Danny Monk/Luci Reuben)</li> <li>- 11/12 Study Session (Selina Murphy - Canvas course has been set up for check-in purposes)</li> <li>- 11 Product Design (Brodrick Ashmole)</li> <li>- 11 Business Management (Kristal Ross)</li> <li>- 11 General Maths (Mark Clayton)</li> <li>- 11 Health &amp; HD (Steve Fenwick)</li> <li>- 11 Media (Kate Griffin)</li> <li>- 11 PE (Matt Waters)</li> <li>- 11 Physics (Brad Foss)</li> </ul> </li> <li>● Prior to 9.30am, you must have responded to this announcement using the commenting feature to let them know that you are in attendance for that day.</li> </ul>

Student Attendance, Absence and Notifying the College	<ul style="list-style-type: none"> <li>● If a student is unwell, they are not expected to be doing school-work on this day.</li> <li>● Parents and guardians are asked to register the absence by recording it on Compass or by e-mailing: <a href="mailto:surfcoast.sc@education.vic.gov.au">surfcoast.sc@education.vic.gov.au</a></li> <li>● If a student is feeling well enough, it would be advantageous to go onto Canvas and respond to the mentor teacher's daily announcement, letting them know of the absence so it can be noted.</li> </ul>
What if I still need materials that are on school property?	<ul style="list-style-type: none"> <li>● If you were not in attendance on Thursday July 15th and have ESSENTIAL items in lockers, a parent or guardian needs to contact Mrs Wright on <a href="mailto:erin.wright@education.vic.gov.au">erin.wright@education.vic.gov.au</a> or <a href="mailto:andrew.brown2@education.vic.gov.au">andrew.brown2@education.vic.gov.au</a> to arrange a time of collection on Friday between 10am and 11.30am.</li> <li>● ESSENTIAL items only include things which cannot easily be replaced or sourced from home, such as a device or a textbook.</li> </ul>
What should a school day look like?	<ul style="list-style-type: none"> <li>● Your teacher will be setting work for you to complete for each class that you would normally have in your timetable during the remote learning period.</li> <li>● This work will be set in Canvas and the expectations of what is required of you communicated via an announcement in your subject course.</li> <li>● VCE/VCAL classes are to have <u>TWO Google Meet sessions</u> scheduled within the remote learning period during regular class time (20 minutes in length). If you would have only had one scheduled class during the three days of remote learning, you will only have ONE Google meet</li> <li>● FUSE classes will also have <u>TWO Google Meet sessions</u> at a minimum through the remote learning period.</li> <li>● All other subjects will have <u>ONE Google Meet session</u> through the remote learning period.</li> <li>● Students will need to allocate time for breaks across the day. These could look the same as school breaks (10.30 to 10.50am for recess and 12.30pm to 1.15pm for lunch) or could take smaller, more regular breaks if this suits better.</li> </ul>
How can I contact teachers, and when should I be doing this?	<ul style="list-style-type: none"> <li>● Students can also e-mail teachers at any time. Please do this via Compass or direct via SCSC Gmail and not via Canvas.</li> <li>● Please understand that teachers may be receiving a lot of e-mails. They will respond to students and parents during normal school hours and within 24 hours of receiving the e-mail.</li> </ul>
Outdoor time & exercise	<ul style="list-style-type: none"> <li>● Outdoor time and exercise is essential during learning from home time.</li> <li>● Students should be spending 30 minutes a day of school allocated time to be engaging in physical activity.</li> </ul>

### Communication

Communication with all families will occur via Compass. This is different to the teaching and learning communication you will have with your classroom teachers through Canvas. Therefore, it is very important that your parents and guardians are able to log on and use Compass, as well as have a functioning e-mail account. Take the time to check with them.

### Student Wellbeing

If students, parents or guardians have difficulties or challenges while learning from home, Please use this [Wellbeing Google Form](#) to submit a request for someone to contact you if you are feeling like you need to speak to someone. Students can also contact their mentor teacher and they can assist you to seek help.

### **The Learning Community Leaders (LCLs) are:**

<b>Year 7</b>	<b>Year 8</b>	<b>Year 9</b>
Tom McLoughlan	Anthony Goss	Abbey Speed

<b>Year 10</b>	<b>Year 11</b>	<b>Year 12</b>	<b>VCAL</b>
Justin Keenen	Stephen Fenwick	Matt Waters	Aaron Gleeson Danny Monk Luci Reuben

If you have serious concerns you may want to contact: **Sub School Leaders or Assistant Principals**

<b>Year 7 and 8 Junior Sub School Leader</b>	<b>Year 9 and 10 Middle Sub School Leader</b>	<b>Year 11 and 12 Senior Sub School Leader</b>
Hayley Wood	Ricky Sullivan	Andrea Loving

<b>Junior Sub School Assistant Principal</b>	<b>Middle Sub School Assistant Principal</b>	<b>Senior Sub School Assistant Principal</b>
Lara Campbell	Andrew Brown	Kathryn O'Neill

Each person's wellbeing is a priority for us at all times. Even though this is a short period of remote learning, we understand that this will affect individuals differently. Please let us know if you need support.

### Instrumental Music Program

There will be no instrumental music program operating in remote learning.

### Sports and Surf Academy and Hands on Learning

These activities will not be operating. Michelle Hemley of Sport Support Australia will be in touch with families with a child enrolled in Sports Academy with some activities and instructions that students can engage in at home. Hands on Learning staff will be in touch with students in this program that usually participate to provide some additional support for their engagement.



## How do I respond to an announcement from my mentor teacher each morning?

**Step One:** Login to Canvas

**Step Two:** On your Dashboard (the main page that you login to), in the top right hand corner is a 'To Do List'. In this list, you will see notifications appear that you have work due, and also when a teacher sends you an announcement from a course that you are enrolled in. See the image below for an example. You will also get an e-mail to your SCSC Gmail if your notification settings are not changed from the default.



### To Do

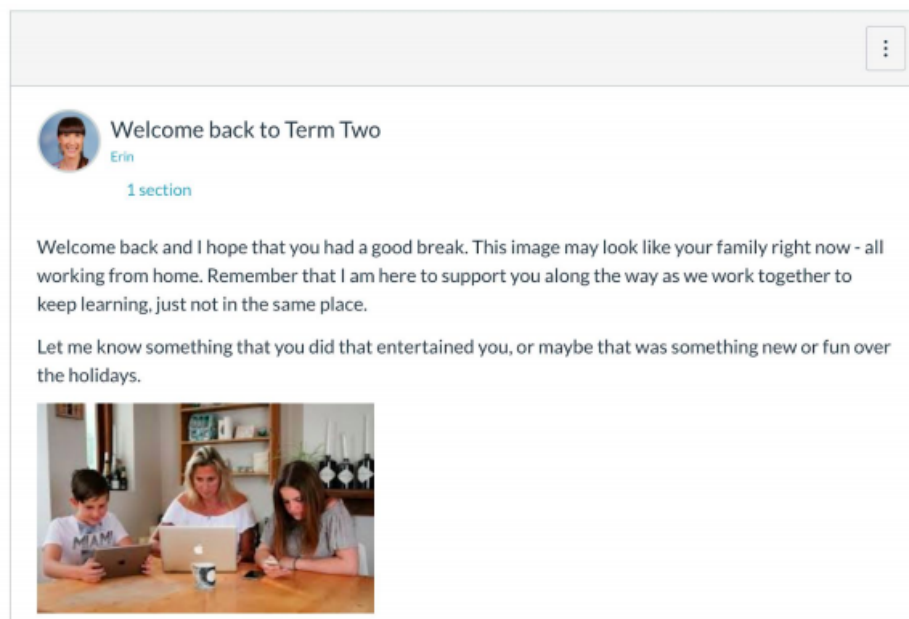
 **Welcome back to Term Two** 

SCSC Canvas Orientation  
Course  
Apr 10 at 13:36 |

[Show All](#)

**Step Three:** Click on this notification and it will take you to the announcement as it appears in the course. It will look something like this below.

Your teacher may include a short video to watch, or image to consider, or short activity for you to respond to as part of the daily morning contact with them. Read it carefully.

A screenshot of a Canvas announcement. At the top right is a three-dot menu icon. Below it is a profile picture of Erin, followed by the text "Welcome back to Term Two" and "Erin" in smaller text. Underneath is "1 section". The main text of the announcement reads: "Welcome back and I hope that you had a good break. This image may look like your family right now - all working from home. Remember that I am here to support you along the way as we work together to keep learning, just not in the same place. Let me know something that you did that entertained you, or maybe that was something new or fun over the holidays." Below the text is a photograph of a woman and two children sitting at a table, looking at a laptop.

**Step Four:** At the bottom of the announcement, there is a section for you to reply. Please do so by responding as the teacher has asked you to in the post.

↩ Write a reply...

**Your response will also be counted as your daily attendance** and used to mark you 'present' for remote learning for the day. If you do not reply, your mentor teacher may send you an e-mail or even call your parents to check on your wellbeing.

**Important:**

*Year 7 to 9 students* - your announcement each day will be posted from your FUSE course in Canvas

*Year 10 students* - your announcement will appear in the 'Year 10 HUB 2021' course in Canvas.

*11-12 students* - your announcement each day will be posted from your mentor teacher's class.

**Other External Support Services that are Available:**



Phone: 1800 551 800 [Click Link](#)



<https://headspace.org.au/>

Information and advice for young people, their parents and carers, and professionals working with young people.

[ehespace](#) Phone: 1800 650 890:

Online and telephone support service that helps young people who don't feel ready to attend a centre or who prefer to talk about their problems via online chat, e-mail or on the phone.



Phone: 13 1114



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Institute** [Bite Back](#)

An ever-changing space where young people can discover ways to amplify the good stuff in life, share real and personal stories with others, check out videos, blogs and interviews of interesting people, check and track their mental fitness, and get their teeth stuck in to a bunch of activities.



Phone: 1300 2246 36

<https://www.youthbeyondblue.com/>