

July 16, 2020

### Term Three Remote/Online & Onsite Learning

*Please note that the procedures listed below are following the Victorian State Government and Catholic Education Melbourne guidelines. We have been instructed to initiate Remote Learning until at least Wednesday August 19, 2020. Remote or Online Learning mentioned throughout this document both have the same definition.*

Dear Families,

We hope you had a safe and restful mid-year break with your child/ren. We look forward to resuming school with the children on Tuesday 21 July, as we begin our journey of online learning and teaching yet again. It will be wonderful to see each other again after a break of three weeks even if it is online! A reminder that optional tasks will be available online for every class on Monday, 20 July due to online Learning Conversations taking place this day.

Thank you very much to each of you who responded to our recent CareMonkey request about keeping your children at home for Term Three. We appreciate your consideration for our school community. For those who did not reply to the CareMonkey request, your child will need to learn from home until 19 August. As stated in the CareMonkey, any requests for onsite attendance received after the deadline of 9:00am Wednesday could not be accommodated as staffing was finalised at that time. We will be adhering to the current structured number of students and staffing onsite each day for the first two weeks, and we will reassess after that period.

#### **For those attending onsite:**

- A health declaration for each child must be completed each morning and signed by a parent upon arrival at the school gate. Families will be held accountable for completing this accurately.
- The temperature of each child will be taken daily by staff at the gate and recorded.
- Onsite staff will also be tested and must sign a health declaration.
- Parents and other adults are unable to enter the school grounds.

#### **School Hours**

- School hours will be 8.50am - 3.25pm.
- TheirCare will provide before and after school care for those students who have attended school on that day. At this stage it will **not** be a free service and families will be charged for the service (7-8:40am & 3:25-6pm).
- TheirCare will take the children's temperatures and parents will be asked to complete and sign a health declaration.
- The school gate will be opened at 8.40am - 8.55am, at which time parents will sign their children in. Social distancing must be maintained while waiting at the school gate. Please be punctual, as late-comers will not be allowed to enter the grounds after 8.55am as Prep – Year 3 student conferences will be starting from 9:00am.

#### **Health Protocols**

- Children whose temperature is 37.5 degrees or above may not enter the school and must be taken home by the parent.
- Children who develop symptoms or become unwell during the school day must be collected immediately upon being contacted by the school.
- **Please inform the school if you or your child receives a positive test for COVID-19.**

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- Children onsite will be provided with a device. They must bring any additional equipment from home (including the work packs provided by the school), and their own headphones, as no shared equipment will be available.
- Children will be working in the Hall and will be practising good hygiene and social distancing.
- Students will be given the same work as those completing remote learning (between two-four hours a day per government recommendations depending on the year level). No additional teaching will be provided.
- Children will need to bring a snack and lunch, a water bottle, a reading book, puzzles, games, etc.
- No lunch orders will be available.
- Social distancing rules will be in place at school, apart from siblings.
- Students can wear appropriate casual clothing.

## **For those completing online/remote learning:**

- By 4pm each Friday, classroom teachers will post all lessons for the following week, including the instructional video for the Monday lesson.
- Teachers will post instructional videos (Tuesday – Thursday) and additional resources for lessons on the morning of the lesson.
- Classroom teachers will be available via email and Dojo from 9am - 4pm Monday - Thursday. Teachers will not be available during break times 11am - 11:40am and 1:50pm - 2:30pm. Please be mindful of the days teachers are rostered onsite, as response time to online queries may be delayed on those days.
- Specialist classes/activities are scheduled on Friday. Students are encouraged to complete L.O.T.E, PE, Art and Performing Arts activities on Fridays. Teachers of these learning areas will be available for online queries via Dojo or Email from 9am - 4pm on Friday only. Specialists Teachers will not be available during break times 11am - 11:40am and 1:50pm - 2:30pm.
- Specialists will upload student work on Thursday by 4pm each week. Specialist work should be submitted by the students by the following Thursday 4pm unless otherwise stated.
- Classroom Teachers are not available on Fridays.
- Children **must** complete and upload/submit the yellow highlighted priority task to Dojo/Google Drive/Google Classroom by 4pm each day. If highlighted tasks are completed earlier by your child, please do not submit **until** the due date. For example, if a student completes Thursday's priority task on a Wednesday, please do not submit the task until Thursday, the day the task is assigned.

## **Hangouts**

- Learning Diversity staff will provide regular interventions and class support as required/available.
- Teachers will connect with their whole class Monday-Thursday at the prescribed time via Google Hangout.
- Students will be required to attend an additional English and Mathematics focus group via Google Hangout at the indicated time given by the Classroom Teacher each week.
- Our priority, at this time, is the wellbeing of our students, families and staff. Please contact your child's teacher if you are having difficulties with devices, connections, completing tasks or time management. We completely understand the difficulty of this situation and will support you in any way we can.

## **Attendance**

- A daily attendance roll will be taken by classroom teachers during the Classroom Hangout. **Please notify your child's teacher, via Dojo, if your child is sick and unable to attend their Google Hangout** or complete lessons on a given day.

## **Protocols**

- If possible, students **should not** be working from their bedroom during Google Hangout sessions. It is advisable that students are working in a space in which they are visible and being supervised.
- Pyjamas **should not** be worn during Google Hangout sessions.

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- Students should refrain from eating and/or drinking (other than water) during the Google Hangout and focus group sessions to reduce distractions.
- All distractions should be avoided as much as possible (eg children should go to the toilet prior to sessions).

## Resources and Digital Devices

- Resource packs and digital devices will be available for collection for **all students** on **Friday 17 July** at the times listed below and there is **no need to book** a device before coming at your designated time. Information about procedures for the collection of resources and devices was emailed home to families on 14 July.

A-K surnames 12:00pm-1:30pm	L-Z surnames 2:00pm-3:30pm
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***Please do not complete the work in the resource pack until instructed by the Classroom Teacher.***  
Contact Carlo Martello (cmartello@gsm.vic.giv.au) or Centorrino (1300888918) for technical help.

## What is different this time?

- Classroom Teachers will upload the **weekly timetable and activities for the following week (including Monday's instructional video) every Friday**, by 4:00pm. This will allow flexibility for students to commence tasks, if necessary. Classroom Teachers will be setting activities for Monday-Thursday only.
- Classroom Teachers will post instructional videos and/or additional resources on morning of the lesson with exception listed above.
- Friday will be a dedicated Specialist Day. Specialist Teachers will upload their lesson outlines and resources on Thursdays, by 4:00pm, and students will be given until the following Thursday 4:00pm to complete tasks (unless otherwise stated by the Specialist Teacher).
- Specialist Teachers will be contactable on Fridays via email and Dojo.
- More Hangouts for all students with classroom teacher, including daily conference and weekly focus groups in English and Maths. Classroom teachers will communicate times for focus groups.
- **Hangout Times** - Prep-Year 3: 9:00am & Years 4-6: 10:00am.
- Classroom Teachers will use Friday as their planning/meeting day to prepare for lessons and begin pre-recording instructional videos. They are not available to parents and students on this day. Staff meetings will also take place on Fridays.
- Monday - Thursday daily attendance/absences will be recorded every morning at the whole class Google Hangout.
- On Friday, to record students' attendance/absences, students are to click on the Google Hangout link their teacher will send to them at 9am, write 'here' or 'hello' or click a 'thumbs-up' in the Google Hangout chat function and then leave the hangout. This brief action will record attendance so the child does not need to stay on. It will not be an opportunity for students to talk to their teacher.
- Online School Assemblies won't take place until we have further clarification on the duration of Remote Learning.
- Classroom Teachers will allocate all students to two small online focus groups per week, one for English and one for Mathematics throughout Monday – Thursday.
- There will be a greater number of staff onsite. **Be aware that on occasions, your child's teacher may be combining onsite supervision with online learning.**
- TheirCare will provide before and after school care for those students who have attended school on that day. **At this stage it will not be a free service and families will be charged for the service.**

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## **What does student wellbeing look like?**

Every child at Galilee will attend a Google Hangout session each morning Monday - Thursday. It is important that each child has daily contact with their Classroom Teacher and classmates. During the Google Hangout, there will be time for communal prayer, recording of attendances and an opportunity to check-in with the class group. Students will also engage in small focus groups for English and Mathematics at specified times given by the Classroom Teacher. Additional online support will be provided by Learning Support Officers to students requiring assistance to complete work.

## **Who do I contact if I have concerns about my child's wellbeing or academic progress?**

Our avenues for communication for such matters have not changed. In the first instance, you would contact your child's Classroom Teacher to have any concerns or matters addressed. For Wellbeing concerns, contact Carlo Martello. Online counselling will be provided by Sharon Cameron, our school counsellor. Please contact Jane Ferris (jferris@gsm.vic.gov.au) for all inquiries regarding intervention programs and support. You can also contact other school leaders through the school office.

## **What does child safety and online learning look like?**

Students **must** follow the guidelines from our Digital Technology Agreement. Please remind your child/ren of the following guidelines:

- I will not email or participate in 'Google Chats' with others unless directed by my teacher.
- I will use ICT for learning purposes as directed by my teacher.
- I will respect all school ICT and treat equipment/devices with care.
- I will report any breakages/damages to a staff member as soon as possible.
- I will keep my password private and not let anyone else log in with my username. Adults (parents/carers/staff) may log in on my behalf.
- I will not use any form of ICT to find, create or send material and activities which might upset, offend, harass or humiliate me or anyone else. (Repeated incidence of such behaviours is considered bullying).
- I will not intentionally click on online advertising.
- I will not use search engines to look for things that are not acceptable or inappropriate. This includes anything that is rude, violent or uses unacceptable language.
- I will not use ICT to share anyone's personal details or images (including my own). This includes addresses, telephone numbers, full names and images.
- I will seek teacher permission before uploading any content to websites (e.g. wikis).
- I will not connect any device (such as a USB, camera or phone) to school ICT or download and run any programs or software (this includes games) without the permission of my teacher.
- I will seek permission from individuals before taking photos, recording sound or videoing them (including teachers).
- I will not try to edit or change any part of my Google Account, this includes adding extensions or themes on Google Chrome.


***If a student does not feel safe in the online learning environment (either during their daily Class Hangouts or completing tasks online) they should contact their Classroom Teacher immediately so that concerns can be addressed as soon as possible. For further information about e-Safety and best practice online, please visit <https://www.esafety.gov.au/>.***




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## What will a remote learning day look like?


 <b>AT HOME LEARNING P-2 DATES: Week _</b>						
Teacher available Monday-Thursday 9:00 am- 4:00pm, via email and dojo	Monday	Tuesday	Wednesday	Thursday	Friday	
9:00 - 9:20/9:30am	Daily Class Check In and activity overview on Google Hangouts.					9am - 9:15 Students log onto Classroom Google Hangout. Write 'here' in the chat or put a thumbs-up emoji and then log off for attendance.
9:30 - 9:50/10:00 am	Literacy Group on Google Hangout	Literacy Group on Google Hangout	Literacy Group on Google Hangout	Literacy Group on Google Hangout	Specialist Day  45 mins PE 45 mins Art 45 mins LOTE 45 min P/A  Specialist Teachers available 9am - 4:00pm via email and dojo	
11:45 - 12:05/12:15pm	Numeracy Group on Google Hangout	Numeracy Group on Google Hangout	Numeracy Group on Google Hangout	Numeracy Group on Google Hangout		
Complete the following activities at your own time and to the time allocations.						
10 min	Spelling	Spelling	Spelling	Spelling		
20 min	Reading	Reading	Reading	Reading		
20 min	Writing	Writing	Writing	Writing		
30-45 min	Maths	Maths	Maths	Maths		
30-45 min	STEM/RE/PSEL	STEM/RE/PSEL	STEM/RE/PSEL	STEM/RE/PSEL		
Priority task for the day <b>must</b> be uploaded to your Dojo Portfolio by 4pm.						

 <b>AT HOME LEARNING 3 DATES: Week _</b>						
Teachers available Monday to Thursday 9am - 4:00pm via email and dojo	Monday	Tuesday	Wednesday	Thursday	Friday	
9:00 - 9:20/9:30am	Daily Class Check In and activity overview on Google Hangouts					9am - 9:15 Students log onto Classroom Google Hangout. Write 'here' in the chat and then log off for attendance.
9:30 - 9:50/10:00 am	Literacy Group on Google Hangout	Literacy Group on Google Hangout	Literacy Group on Google Hangout	Literacy Group on Google Hangout	Specialist Teachers available 9am - 4:00pm via email and dojo  Specialist Day  60min PE 60min Art 60min LOTE 60min P/A	
11:45 - 12:05pm/12:15pm	Numeracy Group on Google Hangout	Numeracy Group on Google Hangout	Numeracy Group on Google Hangout	Numeracy Group on Google Hangout		
Complete the following activities at your own time and to the time allocations						
10 min	Spelling	Spelling	Spelling	Spelling		
30 min	Reading	Reading	Reading	Reading		
30 min	Writing	Writing	Writing	Writing		
30-45 min	Maths	Maths	Maths	Maths		
90 min	STEM	RE	STEM/RE	PSEL		
30 min	Physical Activity of your choice, for example, bike riding, walking, running, playing outside or <a href="#">Fitness Bingo</a>					
Priority task must be submitted before 4pm on the day it is allocated.						

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 <b>AT HOME LEARNING 4 DATES: Week _</b>						
Teachers available Monday to Thursday 9am - 4:00pm via email and dojo	Monday	Tuesday	Wednesday	Thursday	Friday	
10:00 am-10:20/10:30 am	Daily Class Check In and activity overview on Google Hangouts					9am - 9:15 Students log onto Classroom Google Hangout. Write 'here' in the chat and then log off for attendance.  Specialist Teachers available 9am - 4:00pm via email and dojo  Specialist Day  60min PE 60min Art 60min LOTE 60min P/A
10:30 - 10:50/11:00 am	Literacy Group on Google Hangout	Literacy Group on Google Hangout	Literacy Group on Google Hangout	Literacy Group on Google Hangout		
12:15 - 12:35/12:45pm	Numeracy Group on Google Hangout	Numeracy Group on Google Hangout	Numeracy Group on Google Hangout	Numeracy Group on Google Hangout		
Complete the following activities at your own time and to the time allocations						
10 min	Spelling	Spelling	Spelling	Spelling		
30 min	Reading	Reading	Reading	Reading		
30 min	Writing	Writing	Writing	Writing		
30-45 min	Maths	Maths	Maths	Maths		
90 min	STEM	RE	STEM/RE	PSEL		
30 min	Physical Activity of your choice, for example, bike riding, walking, running, playing outside or <a href="#">Fitness Bingo</a>					
Priority task must be submitted before 4pm on the day it is allocated.						

 <b>AT HOME LEARNING 5 DATES: Week _</b>						
Teachers available Monday to Thursday 9:00am - 4:00pm via Google Classroom	Monday	Tuesday	Wednesday	Thursday	Friday	
10:00am - 10:20/30am	Daily Class Check In and activity overview on Google Hangouts					9am - 9:15am Students log onto Classroom Google Hangout. Write 'here' in the chat and then log off for attendance.
10:30am - 10:50/11:00am	Literacy Group on Hangouts	Literacy Group on Hangouts	Literacy Group on Hangouts	Literacy Group on Hangouts	Specialist Day  60min PE 60min Art 60min LOTE 60min P/A  Specialist Teachers available 9am - 4:00pm via email and dojo	
12:15pm - 12:35/12:45pm	Numeracy Group on Hangouts	Numeracy Group on Hangouts	Numeracy Group on Hangouts	Numeracy Group on Hangouts		
Complete the following activities at your own time. Priority Task for the day to be submitted on Google Classroom before 4pm.						
Daily subject tasks	Spelling	Spelling	Spelling	Spelling		
	Reading & Respectful Relationships (PSEL)	Maths	RE	Writing & STEM		
	Physical Activity of your choice, for example, bike riding, walking, running, playing outside or <a href="#">Fitness Bingo</a>					

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AT HOME LEARNING 6		DATES: Week _			
Teachers available Monday to Thursday 9:00am - 4:00pm via Google Classroom	Monday	Tuesday	Wednesday	Thursday	Friday
10:00am - 10:20/30am	Daily Class Check In and activity overview on Google Hangouts				9am - 9:15 Students log onto Classroom Google Hangout. Write 'here' in the chat and then log off for attendance.
10:30am - 10:50/11:00am	Literacy Group on Hangouts	Literacy Group on Hangouts	Literacy Group on Hangouts	Literacy Group on Hangouts	Specialist Day 60min PE 60min Art 60min LOTE 60min P/A
12:15pm - 12:35/12:45pm	Numeracy Group on Hangouts	Numeracy Group on Hangouts	Numeracy Group on Hangouts	Numeracy Group on Hangouts	
Complete the following activities at your own time. Priority Task for the day to be submitted on Google Classroom before 4pm.					Specialist Teachers available 9am - 4:00pm via email and dojo
Daily subject tasks	Spelling	Spelling	Spelling	Spelling	
	Reading	Maths	Writing & STEM	RE & Respectful Relationships (PSEL)	
	Physical Activity of your choice, for example, bike riding, walking, running, playing outside or <a href="#">Fitness Bingo</a>				

## Catholic Education Melbourne time allocations:

<b>Daily P-2:</b> 45-60mins: Literacy 30-45mins: Numeracy 30-45mins: additional learning areas (STEM, RE, Capabilities, PSEL).	<b>Daily 3-6:</b> 45-60mins: Literacy 30-45mins: Numeracy 30-45mins: Physical Activity 90 mins: additional activities (STEM, RE, Capabilities, PSEL).	<b>Weekly Specialists (L.O.T.E, PE, P/A and Art):</b> 45 min lessons/activities for P-2 60 min lessons/activities for 3-6
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**In the event of Stage 4 restrictions being implemented, we will communicate with you, any potential changes to the above model.**

At this time of enormous social and economic upheaval, I wish you health and safety as we continue to model a sense of calm and resilience for the children in our care.

Sincerely,



**Simon Millar**  
Principal Galilee Regional Catholic Primary School