

School Closure – COVID19 Snap Lockdown

August 2021 Remote Learning Plan

Guidebook for Staff, Students and Parents



At Dromana College we are committed to ensuring continuity of learning for all students in the event of a government advised school closure. If Dromana College is directed to close to ensure the safety and wellbeing of its community members, we are committed and prepared to providing alternative learning arrangements, as well as effective collaboration spaces for staff members.



Communication through School Closure

Staff

- Principal will email updates as received and required.
- All staff (education support and teaching) are expected to check their emails regularly.
- Staff to email parents and students as required.
- Teachers to monitor student attendance and activity in online spaces via Compass.
- Year level teams to make phone calls home to follow up with students who are absent from the online space.
- Staff to notify the daily organiser and their students if unwell/unable to deliver your online classes.
- The **online classroom is a classroom**. Teachers will be available in their Google Classroom space for the full 70mins according to scheduled teaching times on their Compass timetable.

Students

- Students must check Compass daily at the time of their classes for all tasks and resources. Complete all work set.
- Students to log into the specific Google Classroom according to their timetable.
(e.g. English Classroom at 9am Monday if you normally have English at 9am on Monday).
- Students to email teachers regarding any issues or concerns with class work.

Parents/Carers

- All contact from parents/carers to teachers should occur via Compass/email.
- Staff will respond to emails within a reasonable timeframe.
- Learning Tasks on Compass will be made visible to parents.
- **Parents/Carers must contact the absence line if their child is unable to login to their Google Classroom***

*excluding students already identified as not having a device/access to the internet.



Key Contacts

Absence Line **ph:** 5984 7177 Dromana College **ph:** 5987 2805

e: dromana.sc@education.vic.gov.au

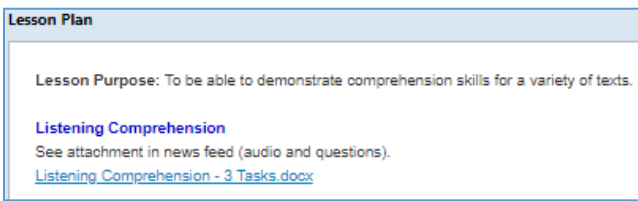
Dromana College Emergency Line **m:** 0408 355 138

Model of Effective Teaching and Learning - Expectations

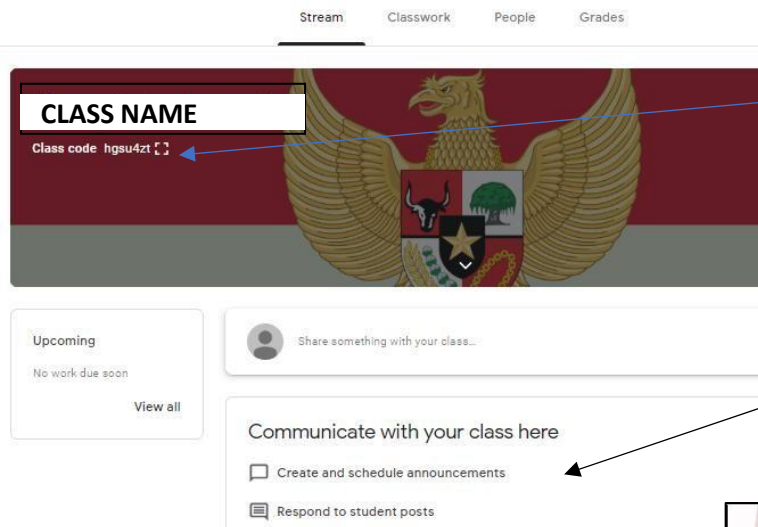
ORDERLY ENVIRONMENT	
STUDENTS	TEACHERS
<ul style="list-style-type: none"> We will put on our school uniform ready for the day. We will set ourselves up in a separate space to where we sleep and socialise so that we are ready to learn. We will make our school timetable visible. We will sign in on time with the correct equipment. We will treat everyone with respect and be responsible for our actions. We will hand our phone to a parent/guardian, so it is not a distraction. 	<ul style="list-style-type: none"> We will be in the classroom on time and prepared. We will maintain a Respectful Classroom. We will have consistent expectations and routines. We will make the purpose of the lesson explicit to students. We will start each class with a Google Meet to explain the purpose of the lesson and the expectations. We will ensure a comprehensive lesson plan is on Compass and all resources have been uploaded.
LEARNING ENVIRONMENT	
<ul style="list-style-type: none"> We believe our learning is important. We will set goals for ourselves about our learning. We will communicate throughout the lesson with our teachers to help improve via Google Classroom or email. We will set high expectations to challenge ourselves. We will attempt all work that is set by our teacher. 	<ul style="list-style-type: none"> We will model and reinforce a Growth Mindset. We will demonstrate what high quality work looks like to students. We will show a passion for teaching and connect learning to student lives, making use of the resources they may have at home. We will be mindful of the quantity of work being set. Google Meet will be used at the start and end of every lesson to explain, discuss and summarise learning.
ENGAGING ENVIRONMENT	
<ul style="list-style-type: none"> We will take responsibility for our learning by using all of the learning resources provided to us. We will contribute and participate during the lesson. We will have our camera on during Google Meet, as well as microphone if required. We will encourage everyone to achieve their personal best. We will set high expectations to challenge our learning. 	<ul style="list-style-type: none"> We will set personalised goals with students. We will implement a variety of learning strategies in the classroom. We will ensure a safe environment is established for students. We will encourage independent learning. We will provide students with multiple opportunities for learning, including group work via Google Meet
REFLECTIVE ENVIRONMENT	
<ul style="list-style-type: none"> We will implement the feedback teachers give us to improve our learning. We will reflect on our learning at the end of each lesson and communicate any concerns or questions to our teacher. We will aim to always improve. We will use progress and semester reports to monitor our achievement. 	<ul style="list-style-type: none"> We will provide constructive individual feedback to students in a range of formats. We will give feedback that helps future student learning. We will reflect on our teaching at the end of the lesson. We will aim to continually improve our teaching.

Teacher Zone (Delivery of a Remote Lesson)

- Teachers will update Compass to include a Lesson Plan and attach all required resources for the lesson to the class news feed. Google Classroom codes must also be published in the lesson plan.

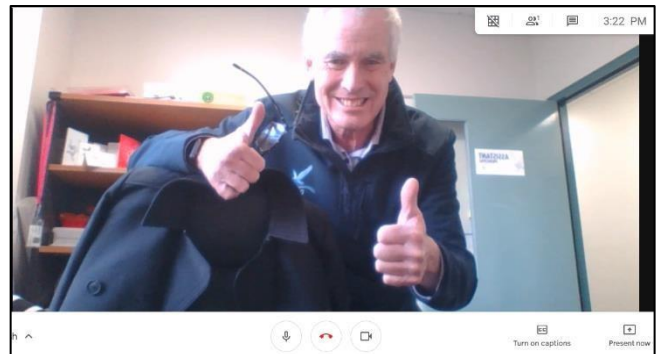


- Teachers will reactivate/create a Google Classroom and **send invites to students**. Students must accept these invites. In addition, teachers should post their Google Classroom codes in their Compass lesson plan.



Use the Stream: teachers and students can post questions/discussions here. Reminding students, it's a **classroom**.

- Teachers must start every lesson with an introduction and explanation via **Google Meet**. This is essential to ensure student engagement and check for understanding. Connecting students to school is key.

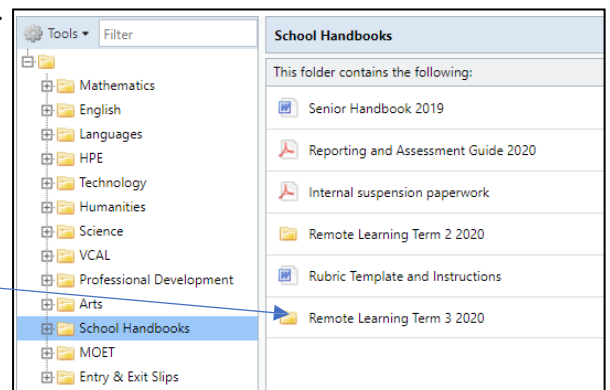


- Teachers are online for the duration of their lesson.

Staff do not have to be explicitly teaching in the Meet for the full lesson.

- Learning Tasks and Assessment will continue to be delivered via Compass.
- Students identified as without a device/internet* must ensure they have workbooks at home to complete set tasks as no work will be sent home given the 'snap' nature of this lockdown. The school will remain open for these students to collect lesson plans and resources.

- Make use of the suggested digital learning apps from the Dromana College Online App Guide. In addition, **please** upload strategies and supports to our Remote Learning folder located in school resources on Compass.



*in the hopeful event that this lockdown lasts only 5 days, please phone home and instruct the student what to work on.

Student Zone Years 7-12 (Accessing a Remote Lesson)

What will you be learning?

All teachers have been asked to provide students with learning tasks that are in line with what you are currently studying at school. If working remotely, this work may be modified. **Form Assembly will not run.**

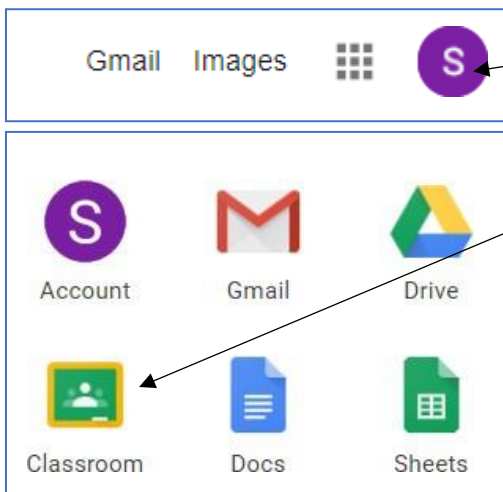
How will you be learning?

All learning tasks, resources and assessment will be put on Compass by your classroom teacher.


You must check this daily Monday-Friday to ensure you are aware of what is expected of you.

Each of your teachers will invite you to join subject specific Google Classrooms. You must accept these invites via your Dromana College emails before you can access your classroom discussion spaces.

Accessing your Google Classroom: Go to www.google.com



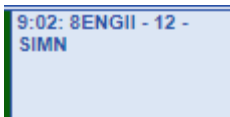
Make sure you are logged in with your school email (e.g. smi0054@dsc.vic.edu.au)

Then click on the apps icon 

Now you can click on classroom and you should see the different classrooms you have joined for all of your subjects.

Your school timetable will be rolled out online. You will be expected to complete all work set on Compass and access the Google Classroom for each subject at the time the subject appears on your school timetable. Teachers will monitor attendance and set assessment for you to submit via Compass/email.

For example: Imagine you are this student. It is Monday and you are ready for your classes.



9:02am -10:14am: Read the compass lesson plan for English and access Ms Sim's Google Classroom to ask her questions, participate in discussion. Attempt all work.



10:17am -11:27am: Read the compass lesson plan for Humanities and access Ms Kannan's Google Classroom to ask her questions, participate in discussion. Attempt all work.

Enjoy recess! Stretch, move around, eat and drink water.



11:50am-1:00pm Read the compass lesson plan for Health and PE and access Ms Sim's Google Classroom to ask her questions, participate in discussion. Attempt all work.

Enjoy lunch! Stretch, move around, eat and drink water.



1:48pm - 2:58pm Read the compass lesson plan for Maths and access Ms Palmer's Google Classroom to ask her questions, participate in discussion. Attempt all work.

It is your responsibility to ensure you are organised, on time and have the correct resources. For this learning space to be effective we need to work in partnership.

Will you be required to video conference with your teacher?

Yes. All classes will begin and end with Google Meet. Some teachers may require you to be online via Google Meet for longer depending on the structure and purpose of the lesson. Please make sure you are reading the Working Online Protocols in this guidebook. Treat the online space with respect. It has been designed to support you.

How will you be assessed?

Any coursework that is assigned to you from your teacher must be uploaded onto Compass by the due date. This work will be assessed against rubrics as per normal.

How will you get feedback?

Teachers will provide you with feedback via Compass. Teachers will also give feedback in the online learning spaces. It is important you are participating fully, so that you can get the most out of your learning.

What are your responsibilities as a learner?

- Check your Dromana College emails regularly.
- Make sure you are working from a suitable learning space and wearing your school uniform.
- Follow your timetable and ensure you are completing the work that is set.
- **Email your teacher if you are unsure of work and need extra support.**
- Complete assigned work in the timeframe given.
- Be online when required and in the correct Google Classroom space.
- Have your camera turned on during the Google Meet.
If you have issues with your camera, seek ITsupport itsupport@dsc.vic.edu.au
- If you cannot access your work, you must let your teacher know via email.
- Use your recess and lunchtime wisely. Have a walk, move away from your computer and working space.

Distance Education Learners, Victorian School of Languages, Virtual Schools Victoria and VET Students

Continue your regular lessons and teacher communications.

Parents and Carers

1. Have regular conversations with your child around the importance of completing work that their teacher has assigned them. Login to Compass to see what work is being required from your child.
2. Ensure they have a space where they can complete their work and access the internet to participate in their Google Classroom - free from distractions.
3. Check school emails regularly for communications from the teachers and/or administration staff.
4. Limit screen time when students are not working.
5. Encourage physical activity during the day.

All Year 7-12 students will be learning from home however the following students may attend onsite for remote learning lessons:

- Students of whom both parents are permitted workers
- Students in out of home care with DHS.

Applications for onsite supervision must be submitted to Brooke.Mollenkopf@education.vic.gov.au

Dromana College Working Online Protocols

Year 7-12 Students

- All students are always expected to practice responsible online behaviour.
- Use appropriate language in online forums.
- Report any issues of online bullying.
- Implement our school values of **Respect, Responsibility, Integrity, Personal Best** when working online. Failure to comply with these expectations will result in you being suspended from the online classroom and accessing your program via Compass and email only. Teachers will monitor and record all activity online.
- Have your camera and microphone in working condition for participation in the Google Meet. If you experience any technical difficulty with audio/visual please contact itsupport@dsc.vic.edu.au for assistance.

Use of Google Meet for video and audio conferences during the lesson:

- Ensure you have a blank background with no personal information/identifying information behind you.
- No TV or music on in the background.
- Be logged on and ready prior to your scheduled lesson/meeting time.
- If you need to step away from your laptop for any reason, you must turn your camera off.
- Wear your school uniform at all times when participating in video conferencing.
- Use appropriate language.
- The chat function should be used for questions not conversations.
- Student microphones must be turned off unless directed to turn on by your teacher.
- Teachers will be recording all video lessons/meetings. Students are to be aware of this.
- Remember our school values of Respect, Responsibility, Integrity, Personal Best when working online

Staff

- Monitor online communication and activity.
- Wear professional dress at all times.
- Remind students of online protocols on a regular basis.
- Make the Model of Effective Learning (found on pg. 1 of this guidebook) explicit to students during the lesson.
- Follow up on any breaches of policy/protocols.
- Log concerns **re:** behaviour, work ethic via Compass as per normal. Mandatory report if necessary (see Brooke).
- Teachers are asked to monitor online attendance of students in the Google Classroom and record on Compass. The absence of a student for 3 consecutive lessons (not identified) must be reported to the relevant HOY team and noted on Compass. HOY teams will be running attendance reports and following up with these students. Classroom teachers are not expected to phone home.
- Follow up with students who have missed online classes for legitimate reasons via email.
- Students who do not turn on their camera or become disengaged and inactive online must be followed up. Send an email home and if this continues speak with the relevant coordinator.
- If you are unable to run your online classroom you must advise the Daily Organiser and notify students

Health and Wellbeing Supports

Child Safe Standards

All Mandatory Reporting obligations still stand. If a staff member has formed a belief that a student is at risk they must make a mandatory report to Ms. Brooke Mollenkopf.

Mandatory Reports made during school closure must be made known to Mr. Alan Marr.

If a staff member is *creating* video or audio resources for distribution to students they must ensure:

- No personal, distinguishing information is visible
- Appropriate, professional clothing
- Appropriate language

If online collaborative tools are used, the staff member must remind students of Acceptable Use Agreement and discuss responsible online use.

Self-Care and Wellbeing

Whilst working remotely, some staff and students may experience higher levels of anxiety. It is extremely important that all members of our school community look after their physical and mental health. Please ensure you take time to reset and look after yourself.

- Get up from your computer regularly and move around
- Drink water
- Exercise
- Read a book
- Call a friend for a chat
- Board games

A list of wellbeing supports that may be useful for you and your family during the partial school closure period:

Service Name	Type	Contact Information
Police, Fire, Ambulance	Emergency Services	000 in an emergency
Early in Life Mental Health Service (ELMHS) Monash Psychiatric Triage	ELMHS make brief mental health assessments for people (1 to 18 years) over the phone and put you in contact with the service that can help you the most. If a service outside of ELMHS is more suited to your needs, triage will provide you with those details.	1300 369 012 (24hrs 7 days)
Crises and Assessment Treatment Team (CATT)	Crisis Assessment Treatment Team provide an assessment and short term management of clients experiencing a mental health crisis	1300 792 977 (24hrs 7 days)
Orange Door	The Orange Door is a free service for adults, children and young people who are experiencing or have experienced family violence and families who need extra support with the care of children.	1800 319 353 (9am – 5pm, Monday to Friday* closed public holidays)
Kids Helpline	Kids Helpline is a free, private, confidential 24/7 phone and online counselling service for young people aged 5 – 25 years.	1300 369 012 (24/7)

<p>Headspace</p>	<p>Headspace supports young people aged 12 – 25 years who need help with mental health, physical health (including sexual health, alcohol and other drugs or work and study support). Including support via telephone and web chat.</p>	<p>1800 650 890 www.headspace.org.au Web chat: https://headspace.org.au/eheadspace/ Fact Sheet: Headspace How to cope with stress related to COVID19 https://headspace.org.au/young-people/how-to-cope-with-stress-related-to-covid-19/</p>
<p>Beyond Blue</p>	<p>Beyond Blue provides information and support to help everyone in Australia achieve their best possible mental health, whatever their age and wherever they live. Including support via web chat and telephone.</p>	<p>1300 22 4636 (24hrs 7 days) Web chat: https://online.beyondblue.org.au/Webmodules/chat/initialInformation.aspx (3pm - midnight) Fact Sheet: Beyond Blue Looking after your mental health during the Coronavirus outbreak https://www.beyondblue.org.au/the-facts/looking-after-your-mental-health-during-the-coronavirus-outbreak</p>
<p>eSafety Commission</p>	<p>The eSafety Commission helps to safeguard Australians at risk from online harms and to promote safe, more positive online experiences. The website brings together a wealth of useful information to help Australians have safe, enjoyable experiences online.</p>	<p>www.esafety.gov.au</p>
<p>EAP</p>	<p>The Employee Assistance Program (EAP) is a work-based intervention program designed to enhance the emotional, mental and general psychological wellbeing of all employees and includes services for immediate family members.</p>	<p>1300 361 008</p>