



20 March 2020

Dear Parents and Caregivers

As we prepare our Learning Continuation Plan in the event of a potential school closure there will be some trial and error as we get the balance right. Our staff are experts at delivering learning experiences in the classroom face to face and the change of delivery mode will require some adjustment not just from students but our teachers.

This letter aims to offer a broad explanation of how we intend to achieve our goal which is, for students, to engage in authentic learning experiences during a period of a potential closure. Later next week a more comprehensive booklet will be issued via Skoolbag which will explain details of each year level's indicative expectations.

Students Roles & Responsibilities

1. Students must be able to access either SeeSaw (Rec to Yr3), Microsoft Teams (Yr4 to Yr6) or Storypark (Preschool) between 9:30am and 10am each day to ensure they are engaging with all the necessary resources. Please note: Preschool to Year 3 videos will be available online the day prior, from 4:30pm, for families who cannot facilitate the 9:30am online time due to IT being used for parents / caregivers own 'working from home' employment.
2. Students must identify a comfortable, quiet space in their home where they can work effectively, maintain the privacy of your family home (not alone in a bedroom) and engage successfully during lesson time, particularly 9:30am to 10:00am.
3. Students must complete their learning tasks and assignments to the best of their ability.
4. Students must communicate proactively through the above-mentioned mediums with their teachers if they cannot meet deadlines or require additional support. Please note: parents of students in Preschool to Year 3 can email teachers if they need extra support.
5. Students can collaborate and responsibly support peers in their learning using Microsoft Teams. For example; many platforms enable the capacity to collaborate, ie Teams enables video conferencing, which can be a powerful learning tool. However, in a 4-6 setting we believe as educators that this should be teacher led to avoid the tool being used inappropriately. Therefore, we are asking that all conversations be initiated by the teacher, therefore there should be no conversations occurring without the teacher as the organiser. If a student is not complying with some of those basic requirements the video conferencing should cease, and the matter be reported to bstallard@sjms.catholic.edu.au

Guidelines for Parents

The transition to a Learning Continuation Plan will be challenging for families. It is likely that families may be dealing with a multitude of issues and thus parents and caregivers need to think about how this will work at home. It will be different and require support and guidance to ensure every student is successful.

Some students will thrive, while others may struggle with the change in routine. The guidelines provided below are intended to help parents and caregivers think about how they can assist their children experience success during a potential school closure.

1. Support usual routines and expectations

From the day after the notification of an extended closure, students must access the above mentioned platforms at 9:30am to ensure they are engaging with all of the necessary resources. Incorporating the normal breaks will enable students to recognise that it is a continuation in the learning, just in a different environment.

2. Set-up a study space in the home

Setting up a space in the home which is conducive to learning will assist in maintaining expectations. The space should be a public space in the home which is quiet but allows for focussed learning to occur, while preserving the privacy of your home (especially Year 4 to Year 6 if using the video mode).

3. Monitor your child's communications with Teachers

The teachers at our school will be available online between 9:30am and 10am and other scheduled blocks where negotiated ie: Students with Specials Needs that require support 1:1. Parents are encouraged to monitor their child's communication with teachers. Please avoid regularly contacting teachers (unless absolutely necessary) as teachers will be communicating remotely in other forums. For example, please be advised not to contact staff between 2:30pm and 3:00pm daily as all staff will be communicating remotely in Teams to achieve optimal delivery.

4. Regular check-ins with children

Parents are encouraged to start and end the day with a check-in with their child by using prompting questions such as; "what lessons are you doing today?", "do you have all the resources you require for your lessons today?", "how and when can I support you in your learning today". This will enable parents to have conversations around what should be learnt and track their child's progress. Keeping communication open will assist in maintaining the continuity of learning. It's important that your child owns their work.

5. Health and Wellbeing

During the event of a potential extended closure, it is important that parents support their child/children to manage the associated worries and emotions as well as ensuring they maintain their wellbeing. Critical to this is ensuring a good routine is set out and open discussion around what is happening is shared. If students are unable to engage with their learning due to illness in a potential school closure, Parents/Caregivers are still asked to advise jess@sjms.catholic.edu.au via email in the first instance so teachers can be informed and accommodations made.

For those families who have access to multiple devices we encourage you to watch the video at 9:30am to maintain a regular routine of the day.

For questions about....

A piece of work, resource, learning activity or class

Suspected misuse of ICT

A personal wellbeing or social concern

Other issue related to continuance of learning

A technology-related question or issue

Contact via email

Classroom Teacher

Classroom Teacher

Classroom Teacher

grace@sjms.catholic.edu.au

bstallard@sjms.catholic.edu.au

bstallard@sjms.catholic.edu.au

Yours sincerely

A handwritten signature in black ink, appearing to read 'Brady Stallard', written in a cursive style.

Brady Stallard