

Structure and Expectations for Learning at Home

A guide for parents and carers

- Microsoft Teams will be used to conduct online classes.
- Learning from Home will follow the current timetable with reduced session times between 9:00am- 12:30pm with flexible student contact with teachers between 1:30 - 3:05pm.
- Teachers will be available to students and parents/carers between 8:50am-3:50pm via Teams except when teaching online classes.
- Online classes will be 40 minutes long including 30-35 minutes of teacher instruction and 5-10 minutes for brain break or physical activity break.
- TA will be conducted between 9:00-9:20am and maintain focus on attendance, relationships and connection
- All lesson instructions, Learning Tasks and assessments will be uploaded onto Compass and visible to students and parents/carers.
- Practical subjects will include opportunities for applied / creative learning that is reasonable for a teacher to plan for and a student to be able to do at home – student safety and supervision is important and a risk assessments performed as part the planning for such activities.
- Teachers will provide regular feedback to students about their learning progression.
- Students provided opportunities for personalised, independent learning through Inquiry Learning and posing questions, Project Based Learning.
- Each teacher will ask their students throughout the day to share what activity break they had the lesson before or did themselves following the lesson.

Condensed Timetable - reduced session times to 40 minutes

	Monday - Friday
Teacher Advisory (TA)	9:00 - 9:15am
Session 1	9:20 - 10:00am
Session 2	10:05 - 10:45am
Morning break	10:45 –11:00am
Session 3	11:05 - 11:45pm
Session 4	11:50 - 12:30pm
Lunch Break	12:30 – 1:30pm
Flexible student/parent/carer learning support	1:30 - 3:05pm (Teachers available on Microsoft Teams)

Student / Staff Online Learning Protocols

- Learning environment – students / staff need to be in a living space / study / office /
- Appropriate dress – suitable for school or workplace
- Identify where students are learning from – another location other than the home
- Non recognisable personal effects – family photos, landmarks, internal or external house features
- Be in a comfortable sitting position and take regular breaks
- Appropriate Language and respectful behaviour
- Identifying who else is with you in the space – family / carer / siblings / colleagues
- Enable privacy settings
- Use of video or audio interaction where appropriate
- Protecting privacy of personal information – student phone numbers (see ESC Privacy Policy)

What Students are expected to do:

- Have access to a working computer / device at home
- Follow Virtual Learning Protocols as set out
- Participate in online / virtual learning as per classes timetabled on Compass
- If students feel they are in a life threatening situation at any time during the school day, they should call 000 directly and request the appropriate service
- If the matter is not life threatening, please contact your teacher or Teacher Advisor, who will alert the wellbeing team to provide support
- All students are expected to check in with their Teacher Advisors online at 9am each morning via Microsoft Teams video
- We all speak and communicate with respect (verbally and in text).
- Students are not to use school equipment to contact other students online
- Be Ready to Learn and take time to gather all your required equipment to a comfortable appropriate space to commence your learning – not in a bedroom
- Take regular brain breaks to undertake physical movement
- Follow your teacher's instructions
- Make the effort to seek support by contacting your teacher via the communication platform being used during class time or via email
- Share what you are learning with your parent

What Parents can do:

- Notify the school if you have ICT concerns or need Wellbeing support on 5446 8099.
- Notify the school or create a Compass Attendance note if your child is unable to attend online classes
- Set up an area in the house that is appropriate for your child to work from that is not there bedroom
- Understand that staff will not be available or monitor online communications including emails outside of their normal working hours (8.50 – 3.50)
- Support your child to follow the Online Learning protocols
- Begin each school day with a set routine: eg ○ 8am wake, shower, dressed appropriately, breakfast ○ 9am online check in with T/A's ○ Follow condensed timetable as per Compass
- Assist your child to build learning resilience and reach out to teachers to assist you
- Encourage your child to make contact with their classroom teacher for learning support
- Close each day with a set routine: eg ○ 3pm check in and reflection on the day's learning. ○ Pick out key concepts and have your child "teach" or "share" with you their understanding of the topic. ○ Use Compass to check in about their goals and learning tasks for the next day

For further online support and information on how to support your child's learning use the links below.

Learning from home DET parent support web page:

<https://www.education.vic.gov.au/parents/learning/Pages/home-learning.aspx>

Understanding Learning Difficulties, a guide for parents: <https://uldforparents.com/> and recommended apps <https://uldforparents.com/>