

REMOTE (ONLINE) LEARNING – HANDBOOK FOR PARENTS AND STUDENTS

INTRODUCTION

Scots All Saints College is committed to the continuity of education and an engaging remote learning experience for students. At this time, when students are engaged in a remote learning experience at home, Scots All Saints College relies on its partnership with parents. We are such a strong community; when we all work together and support each other we can achieve so much. This document provides guidelines for parents to help you assist your child's learning in an online environment.

ENSURE AN APPROPRIATE HOME LEARNING ENVIRONMENT

Students will access all learning online. This will involve students accessing Seesaw/Canvas on a daily basis to establish the current learning activities and connecting with their teacher to demonstrate their level of understanding. Please be aware that not all lessons will be live streamed or in a Canvas / Zoom online meeting format. Staff will select from a range of teaching mediums to deliver learning experiences to their students.

We encourage parents to:

- Create and reinforce set daily routines and schedules – that best suit your child's needs.
- Facilitate/seek to ensure a quiet, comfortable, dedicated learning space, free from distraction to allow for focussed learning.
- Ensure your child puts aside or hands to you any mobile telephone or other mobile device other than their laptop or iPad being used to participate in the learning activities - consistent with the protocols applying on campus.
- Check that your child has all the resources they need for the day.
- View your child as a school student throughout the standard school day.
- Encourage your child to break at suitable times throughout the day.
- Assist your child to stay organised. For example, through written or other visual checklists.

SEEK TO ENSURE A SAFE HOME ENVIRONMENT FOR LEARNING

As learning will now take place remotely, the College looks to parents to ensure their child can take part in remote schooling in a safe and secure environment.

We encourage parents to:

- Identify and remove or reduce as far as possible all hazards in the learning environment, in particular slip and trip hazards and obstructions.
- Check electrical cords and other electrical equipment used are in good condition.
- Seek to ensure that your child's workstation is ergonomic.
- Ensure that your child gets up and moves around on a regular basis.
- Check that there is good ventilation and good lighting.
- Ensure safe and available means of entry to, exit from and access around the learning environment, bathroom, kitchen and other areas used for breaks during the school day.
- Check-in with your child regularly and monitor or otherwise supervise, as appropriate, during the period of remote learning.

- Check your child's internet browser settings and if you have not already done so, consider adjusting privacy settings and applying filters for inappropriate content. Please contact IT if you need assistance with this.
- Ensure location settings are turned off. Web cams should only be used in 'public' parts of the house. Please contact IT if you need assistance with this via: it@scotsallsaints.nsw.edu.au
- Access and refer to the cyber safety resources available on the website of the eSafety Commissioner: <https://www.esafety.gov.au/parents>

ENCOURAGE POSITIVE BEHAVIOURS

Students will be taught in an online environment where they are required to contribute positively to classroom forums or discussion boards. They may also be required to watch video lessons or livestreamed lessons as part of their online learning experience.

We encourage parents to:

- Discuss appropriate online behaviours, particularly when engaging in a livestream environment.
- Remind your child to respect the rights and privacy of other students and staff, including the right not to be harassed, sexually harassed or discriminated against in an online forum.
- Emphasise to your child that anti-social behaviours are not acceptable online just as they are not acceptable on campus.
- Monitor, as age appropriate, your child's online and social media behaviours.

SUPPORT A GROWTH MINDSET

A growth mindset assumes that challenges are a part of life and that sometimes learning can be difficult. The mindset builds in students an attitude that welcomes challenges and presses on, believing that hard work and application will lead to improvement.

We encourage parents to:

- Check-in with your child around learning activities and intentions.
- Ask your child what they have found challenging.
- Work on solutions to problems together if required, breaking down complexities.
- Use the word 'yet' as an encouragement to continue grappling with learning.
- Talk about mistakes as an important part of the learning process.
- Allow your child to own their work – and not be tempted to complete it for them even when they are struggling.
- Encourage your child to seek support from their teacher if they are struggling or experiencing difficulties.

LOOK OUT FOR YOUR CHILD'S WELLBEING

Many students will adapt to the new situation reasonably well, however some may feel isolated and distressed. Some may feel anxious. If that is the case, please be aware that counselling services will continue online.

You can contact your child's Year Coordinator and the Counsellor via the usual channels.

Information about counselling services is available by contacting the Counsellor on:

Contact: Ellen Robinson

Email: ellen.robinson@scotsallsaints.nsw.edu.au

We encourage parents to:

- Seek to maintain as far as possible normal domestic routines at home.
- Plan and encourage regular off-screen time including social media breaks.

- Encourage your child to reach out to friends – whether in school breaks (recess and lunch) or before or after school.
- Encourage your child to remain physically active – going for walks or runs in a safe area.
- Encourage your child to sing, play a musical instrument and/or listen to music.
- ‘Check in’ with your child regularly.
- Seek to help your child manage their worries and emotions associated with these challenging times.
- Contact your child’s Year Coordinator, Director of Student Wellbeing (Mr Van Gend) or the College Counsellor if you have concerns.
- Arrange for your child to meet (by telephone or online) with the College Counsellor if necessary.

COMMUNICATE WELL

Effective, positive communication is an important part of our community culture. At Scots All Saints College we thrive on open communication and opportunities to share good news, discuss any issues and maintain an ongoing dialogue.

We encourage parents to:

- Communicate with staff via email when a significant issue arises regarding the learning of your child.
- Discuss self-regulation with your child and that responsibility for their own learning is increased in an online environment.
- Read communications and updates from the College and ensure your child is included where necessary or appropriate.
- Be understanding that a response to email or phone calls may not always be actioned immediately by staff.

CHAMPION MUTUAL RESPECT

We believe that student learning is enhanced when staff, parents/carers and students work in a mutually respectful environment and parents are positively engaged in the education of their child.

We encourage parents to:

- Respect differences in online pedagogies employed by staff.
- Support College policies and values.
- Maintain respect in all communication be it with your child or with staff.
- Support the learning environment and approach employed by the College.
- Reinforce appropriate online learning behaviours of your child.

FLOW CHART FOR RAISING POSSIBLE AREAS OF CONCERN

<p>If the concern relates to an academic concern (for example a student can't understand content)</p> <p style="text-align: center;"></p> <p>Encourage student to contact the teacher via email.</p> <p style="text-align: center;"></p> <p>If the student is having ongoing difficulties with learning, parent contacts teacher via email or telephone.</p>	<p>If the concern relates to a pastoral concern (for example a student has experienced or participated in inappropriate behaviours online)</p> <p style="text-align: center;"></p> <p>Encourage student to discuss this at home and offer support.</p> <p style="text-align: center;"></p> <p>Parent contacts Mr Van Gend – Director of Student Wellbeing to discuss and identify avenues for further support.</p>	<p>If the concern relates to a mental health concern.</p> <p style="text-align: center;"></p> <p>Encourage student to discuss this at home and offer support.</p> <p style="text-align: center;"></p> <p>Parent contacts Mr Van Gend or Mrs Robinson to discuss and identify avenues for further support/referral to the College Counsellor. Parents can also contact the Wellbeing Team directly, IE your child's Year Coordinator</p>
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ATTENDANCE IN CLASSES

Students may take a flexible approach to when they complete their school work. Some students may prefer to work early; others may prefer to work late. Where lessons are livestreamed, they will occur at the normal timetabled time. Teachers will notify students in advance of live-streaming lessons, and students are then expected to be 'in attendance' if possible.

SEESAW LEARNING PLATFORM (Years K-4)

Teachers will use Seesaw to deliver learning activities for Junior School students. Parents will be required to assist their child/ren to ensure their iPad/computer is charged, and the applications used are accessible.

CANVAS LEARNING PLATFORM (Years 5-12)

All your teachers will use Canvas for each of their classes. All lessons, and associated resources, will be uploaded to Canvas for each class/subject. It is the responsibility of each student to ensure that their computer is charged or plugged in to a power source, functional and set up with access to Canvas.

Zoom video conferencing will also be used for some lessons.

Student microphones on devices should be muted other than when engaged in live streaming. In live streaming lessons, microphones should initially be muted and only unmuted when the teacher invites the student to make a contribution to the lesson. Students can interact with the teacher using the 'Discussion' function and if in Zoom, more advanced features can be utilised by the teacher.