



REMOTE LEARNING Start Up Guide for Parents

START UP GUIDE FOR REMOTE LEARNING

For Parents

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Remote Learning

Overview

Dear Parents,

The immediate focus of the College is to ensure the continuity of your child's learning. Remote learning means that each student can access their lesson materials remotely. Teachers will facilitate this online through the SIMON student portal and access to class resources made available through Microsoft Teams or other digital platforms used in your child's subject class.

The SIMON student portal will allow each student the ability to participate in their timetabled classes from home. Remote learning means that each student's weekly instructions, lesson plans, materials, and reference to the textbooks will be communicated online. The work set for each class will reflect a similar amount of work that each student would complete if they were attending classes onsite.

Lesson plans or Class Notices will be made available in SIMON, by 9.00 am Monday morning.

Additional resources to support student learning may be uploaded to the Student Resources section on SIMON for downloading.

If you require any support during the Remote Learning 3.0 please contact the College via the pamhelp@lavalla.vic.edu.au email.

Brett Van Berkel

Deputy Principal of Learning and Teaching

About Remote Learning

When you start to think about helping your child to learn from home, remember that no one expects you to be a subject matter expert or teacher. The most important thing you can do is to continue to provide support and encouragement to your child.

You can help your child to learn from home by working with the College and your child as they undertake the activities provided.

How will the College support your child?

We will;

- Communicate with you and your child about teacher responsibilities and what you and your child need to do.
- Communicate with you and provide learning activities for your child to do at home. Please refer your child to the link– [Student Resource Using SIMON for Remote Learning](#). This will outline how to access Learning materials supplied by teachers weekly via SIMON.
- Provide video tutorials- these are available on the student SIMON Knowledge Banks.
- Use normal communication tools such as emails, Microsoft Teams and other online tools.
- Provide technical support with ICT, as needed. Email – HelpDesk helpdesk@lavalla.vic.edu.au

How you can support your child?

You can support your child by:

- Establishing routines and expectations.
- Making sure your child has a space to work in
- Providing a level of supervision suitable to your child's stage of development
- Monitoring communications from teachers to both yourself and your child
- Beginning and ending each day with a check-in
- Checking in with your child often to help them manage and pace their work
- Monitoring how much time your child is spending online
- Taking an active role in helping your children process their learning
- Encouraging physical activity and/or exercise
- Keeping your children social, but set rules around their social media interactions
- Keeping normal bedtime routines

Note- It is important that you set these expectations as soon as Remote Learning is implemented, not several days later after it becomes apparent a child is struggling with the absence of routine.

Supervision

In Victoria, it is an offence for a person responsible for a child to leave the child unattended for any longer than is reasonable, without making appropriate arrangements for the child's supervision and care. This includes leaving a child at home, or in a car, or anywhere else unattended.

Please make sure appropriate arrangements are made for the supervision of your child(ren).

Online safety

As parents, guardians and/or carers, you know your child better than anyone and have the best opportunity to support and guide them to have safer online experiences.

Remote Learning, where students are primarily interacting with one another online, may give rise to the possibility of increased online issues. For helpful information about supporting your student online, visit the [eSafety Commissioner website](#)

Location of devices

Electronic devices should be located in appropriate areas of the home so that you can monitor access and support your child if required.

Your child's responsibilities during remote learning.

Your child's responsibilities include:

- Regularly monitoring digital platforms and communication (Microsoft Teams, SIMON, email, etc.) to check for announcements and feedback from teachers
- Doing their best work by completing tasks with integrity and academic honesty
- Plagiarism is not accepted in any form. Students must adhere to the assessment procedures around this. No copying/sharing of other student work is acceptable. This could result in a zero or Not Assessed result and follow up action by the subject teacher.
- Doing their best to meet timelines, commitments, and due dates
- Communicating openly with their teachers and tell them if they have any concerns or issues
- Continue to abide by the school's behaviour guidelines.
- Establishing and/or following a daily routine for learning
- Identifying a safe, comfortable, quiet space in their home where they can work effectively and successfully
- Complying with the school's Acceptable Use of Digital Devices and Online Services policy (where applicable)

Attendance and participation requirements

Schools still have the responsibility to ensure students are attending school every day, even during this period of Remote Learning. Accordingly, our process will be:

The student will:

- Log onto SIMON at home between 8:30-10:00 am;
- Complete a simple 'Wellbeing task' asking about their wellbeing feelings and upload;
- When completed, the task is to be uploaded (this activity will be transferred as attendance data);

The parent/guardian/carer will:

- Advise the school if their child is unwell and cannot complete work for the day – this can be done via PAM in lodging a student absence.

Setting up a Learning Environment

Every home is different, but it's essential to provide a quiet and comfortable space in which to learn. Where possible, extended learning should take place in a space your family shares. For example, a lounge room or dining room.

It should be a place;

- It should be a place that can be quiet at times and have a strong wireless internet signal, if possible.
- Above all, it should be an appropriate space where you or another adult may be present, and your children's learning can be monitored.

Establishing routines and expectations

Start and end each day with a check-in to help your child:

- Clarify and understand the instructions they get from their teachers
- Organise themselves and set priorities for their learning at home.
- A healthy daily routine is great for mental and physical health, as well as concentration and learning.
- Encourage regular exercise breaks. This might mean going for a walk, using exercise apps, dancing, floor exercises or using home exercise equipment.
- Encourage healthy eating habits and make sure they drink enough water

If you have any other concerns about the health and wellbeing of your child, please contact their Learner Advisor or homeroom Teacher.

Safety and Wellbeing

When a student FEELS UNSAFE or is WORRIED about another student, they can talk to any staff member.

HELP is always available. Students can email

- Year 7-9- Wellbeing Leaders wellbeingleaders@lavalla.vic.edu.au
- Year 10-12- Heads of House hoh@lavalla.vic.edu.au
- COUNSELLOR. Kildare counkil1@lavalla.vic.edu.au
- COUNSELLOR. St. Paul's counstp1@lavalla.vic.edu.au
- Child Safety Officers childprotection@lavalla.vic.edu.au
- Homeroom Teachers/ Learner Advisors
- Subject Teachers

The following supports are also available:

- E-Safety Commission <https://www.esafety.gov.au/>
- Parentline (Victoria) 13 22 89
- Kids Helpline Kids Helpline 1800 55 1800 or kidshelpline.com.au
- eHeadspace 1800 650 890 or eheadsace.org.au
- Beyondblue 1300 224 636 or www.beyondblue.org.au
- 1800RESPECT 1800 737 732 or www.1800respect.org.au
- MensLine Australia 1300 787 978 or www.mensline.org.au
- Lifeline 13 11 14 or www.lifeline.org.au
- Suicide Call Back Service 1300 659 467 or www.suicidecallbackservice.org.au
- Safe Steps 1800 015 188 or www.safesteps.org.au

Getting Started with Remote learning

Step 1 - Students are to login to their SIMON

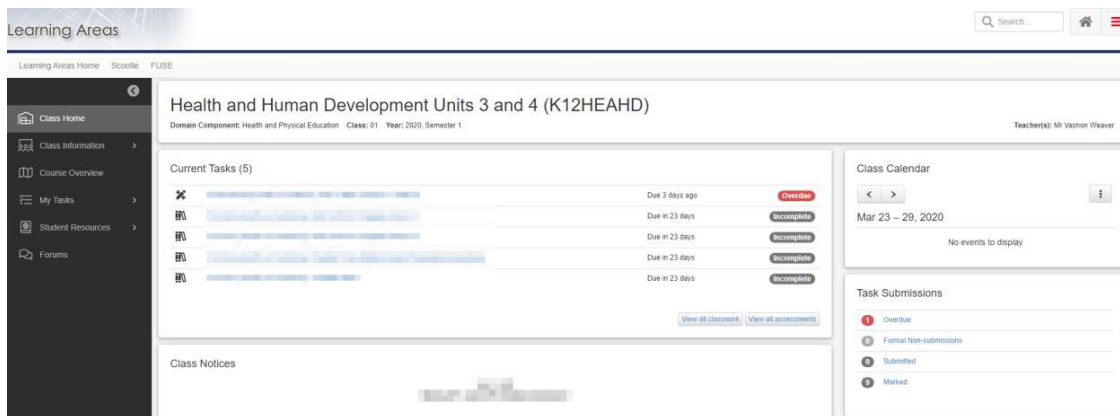
1. Open up Google Chrome
2. Follow the link <https://simon.lavalla.vic.edu.au/>
3. Students will see their personalised student dashboard. If they are required to log into SIMON they would use their Lavalla email and password.

Step 2 - Students are to Access their classes

1. At the bottom of your child's dashboard, you will see a section called Class Resources. Click the Classes Tab and you will see a list of your classes.

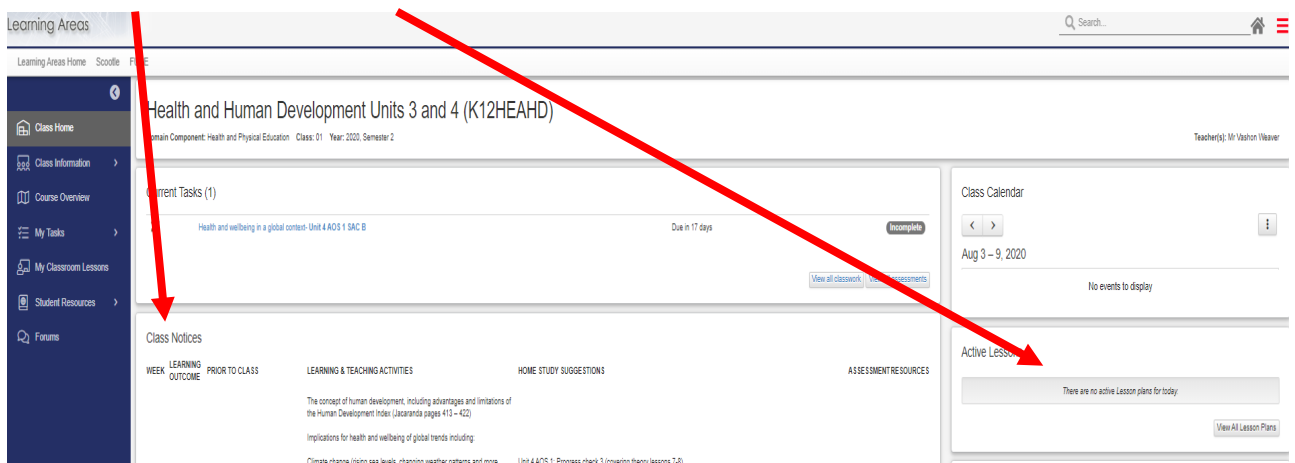


2. When your child clicks on a class, it will take them to that Class Homepage



3. The Class Notices or Lesson Plans section is where the teacher will put the work instructions for the coming week. These will appear each Monday morning at approx. 9.00 am. Your child will follow these instructions to complete specific tasks for the week.

Class Notices or Lesson Plans

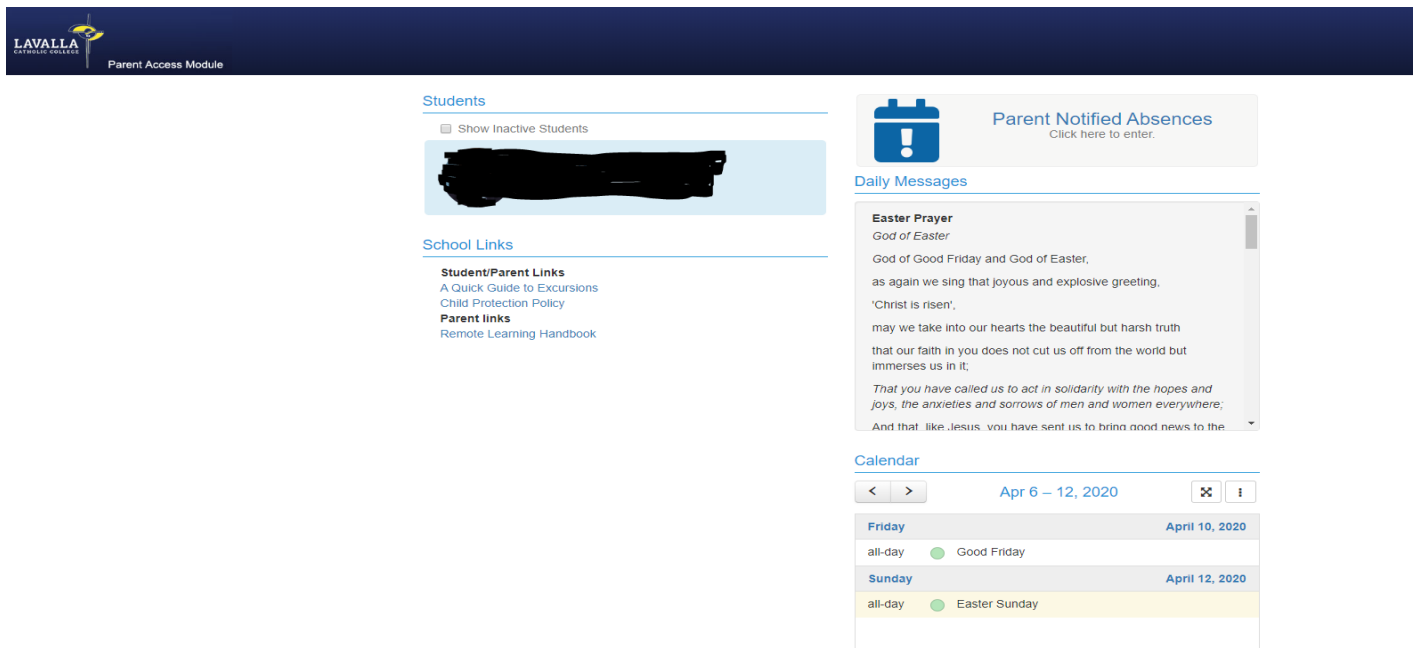


4. This is where you will be able to follow the outlines provided by staff for the week. If your child is unsure about the information provided they should contact their teacher via email or if a Microsoft Teams via the chat function on the class page.

5. All feedback will be provided in PAM.

Step 3 - Suggested student Remote Learning daily outline

1. We start on a **Monday 1 timetable**
2. If the teacher runs an online video session they will take place during the scheduled periods of that day.
3. Students can access detailed information on how to use the features of SIMON via the **Student Resource-Using SIMON for Remote Learning**



The screenshot shows the Parent Access Module (PAM) interface. At the top left is the Lavallo Catholic College logo and the text 'Parent Access Module'. The main content area is divided into several sections:

- Students:** Includes a checkbox for 'Show Inactive Students' and a redacted area below it.
- School Links:** Lists several links: 'Student/Parent Links', 'A Quick Guide to Excursions', 'Child Protection Policy', 'Parent links', and 'Remote Learning Handbook'.
- Parent Notified Absences:** Features a calendar icon and the text 'Parent Notified Absences' with a sub-link 'Click here to enter.'.
- Daily Messages:** Displays an 'Easter Prayer' message: 'God of Easter, God of Good Friday and God of Easter, as again we sing that joyous and explosive greeting, 'Christ is risen', may we take into our hearts the beautiful but harsh truth that our faith in you does not cut us off from the world but immerses us in it; That you have called us to act in solidarity with the hopes and joys, the anxieties and sorrows of men and women everywhere; And that like Jesus, you have sent us to bring good news to the...'
- Calendar:** Shows a calendar for April 6 - 12, 2020. It highlights 'Friday April 10, 2020' as 'Good Friday' and 'Sunday April 12, 2020' as 'Easter Sunday'.

Step 4 - Daily Attendance

1. The student will be provided a task to complete via their Homeroom or Learner Advisor class page each morning.
2. These tasks will be simple tasks that must be uploaded AM between 8.30am-10am
3. If the student does not upload the morning task before 10.00 am an SMS will be sent notifying you of the students 'non-attendance' at the morning remote learning sessions.

Step 5 - Contacts

1. If you have any concerns or questions please contact your child's Homeroom teacher or Learner Advisor. They will be able to assist you or if not seek support to do so.
2. If you have any subject-specific questions please contact the subject teacher via email.
3. Any wellbeing issues concerns please use the email contacts provided above in Safety and Wellbeing.
4. Any Learning Adjustment Support issues or concerns please contact the -_NCCD Team- nccdc@lavalla.vic.edu.au

Lavalla Catholic College thanks you for your support during this time. The partnership between parents, students, and teachers will be critical to the success of Remote Learning moving forward.

I would encourage you to communicate with us if you need any support concerning Remote Learning we are here to serve and ensure our students continue to learn and grow through these times.