



# Highvale Primary School

## 2021

# Remote Learning Handbook for Parents



# Contents for Quick Reference

<b>Principal’s Message</b>	Page 3
<b>Introduction</b>	Page 4
Seesaw Class App	Page 4
Learning Areas & Schedules	Page 5
Backup Activities for Students	Page 6
Backup for Wi-Fi or Internet Difficulties	Page 6
<b>Remote Learning Expectations</b>	Page 7
Student Attendance – Roll call	Page 7
Reporting Student Absences	Page 7
DET Requirement re: Child Safe Standards	Page 7
DET & Highvale P.S Policies	Page 8
Remote Learning Protocols	Page 8
Digital Recordings Staff Privacy	Page 8
Digital Recordings Student Privacy	Page 9
<b>Communication Protocols &amp; Remote Learning</b>	Page 10
Email Etiquette	Page 11
Staff email addresses	Page 11
<b>Tips for Transitioning to Remote Learning</b>	Page 12
<b>Staff Leave and Student Work</b>	Page 12

# Principal's Message

Dear parents, carers and students

The Remote Learning Handbook is provided to support you and your child in the event that our school site is closed due to COVID-19. We aim to continue to provide continuity of learning for each child and assist parents to structure a daily routine.

Our goal is to support students, parents and carers to continue the learning program dependent upon the individual circumstances of each family, student and staff member. As well, we aim to support the wellbeing of our students and community within the capacity of our professional expertise as educators.

If we transition to remote learning, the information provided below regarding the provision of learning describes a best-case scenario. We do not want to put added pressure on our families and students. We simply ask that everybody does the best they can do and seeks the support they need.

Our communication avenues and protocols are outlined in the booklet below.

Please take some time to familiarise yourself with the information in this handbook and discuss it with your child.

We look forward to seeing everyone back at school as soon as possible.

Thank you and take care,

*Steve Richardson*

Principal

# Introduction

## Seesaw Class App



Seesaw Class will continue to be the key platform our teachers use to provide remote learning for students. Seesaw Class will help us work together to provide students with continuity of learning whilst our school's physical site is closed.

Teachers will use Seesaw Class to share learning activities, resources and capture your child's learning. Seesaw will also provide a central platform for teacher and student communication during regular school hours **8:45am to 3:45pm**.

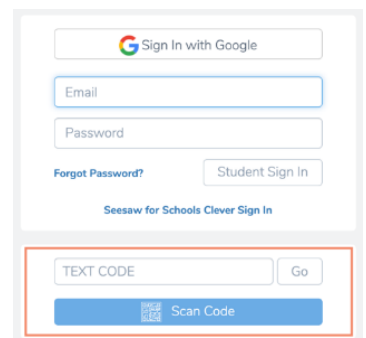
## Setting up Seesaw Class

Your new Home Learning code will be sent home with your child this afternoon. Please email your child's teacher if you don't receive it.

**If you haven't already, we encourage all parents to set up Seesaw Class when you receive the code.**

### **Set up your child in the Seesaw Class App:**

1. For devices like tablets or phones, download the **Seesaw Class App**  
For laptop or desktop computers, **go to app.seesaw.me**
2. Your student's classroom teacher has sent through your child's Class App QR code as a message on Seesaw. To access this please use the Seesaw Family app.
3. Open the **Seesaw Class App**.
4. Click **I'm a Student**
5. **Enter the text code or scan the QR code**



## **In the case of a snap lockdown the following process will apply: Snap Lockdowns (First 3 days)**

In the case of a short, snap lockdown:

- All teachers (Class & Specialists) have created generic tasks (moderated within the school). These will be available on Seesaw.
- These activities are designed to be short term, fun activities.
- Teachers will be available for the students through Seesaw if needed.
- However, teachers will also be planning the following week's specific Seesaw tasks as per our normal Term planners.

## Extended Lockdown (Day 4 onwards)

- Teachers will reinitiate the same planning documents as Remote Learning Term 3 2020.
- For example, a sequence of lessons for a Unit of work.
- See **Lockdown that extends beyond 4 days** over page.

## Class Google Meets

- Will be reintroduced asap i.e. on the second morning of a new lockdown.
- This is true for a short Snap lockdown or an Extended lockdown.
- Refresh expected behaviours for Google Meets/Remote Learning.
  - For example - no typing during Google Meets, sensible behaviours.

For a **lockdown that extends beyond 4 days**, the following will apply:

## Learning Areas & Schedules

### Learning Areas:

- |                      |  |
|----------------------|--|
| • English            | Word Study, Reading, Writing   |
| • Mathematics        | Each Mathematical Strand e.g. Number   |
| • Concept Curriculum | Term 2 has a Science focus called 'Change'                                     |
| • Specialists        | STEAM, Languages (Mandarin or German),<br>Physical Education & Performing Arts |

Teachers will plan lessons for the Learning Areas to reflect the normal school allocation and routine. Parents will be able to adjust these as required dependent upon individual circumstances.




- |                         |   |
|-------------------------|---|
| • English & Mathematics | Each week day   |
| • Concept Curriculum    | Three lessons per week  |
| • Specialists           | 60 minutes each per week, except Performing Arts<br>which is 30 minutes |

The **Weekly Schedule**, including the **lesson** for each day in each of the **Learning Areas** will be sent to your Child's Seesaw Class account and your Family account. Each daily lesson will include the:

- |                             |  |
|-----------------------------|--|
| • <b>Learning Intention</b> | What the student is expected to learn  |
| • <b>Success Criteria</b>   | What the student is specifically able to do to show their learning has been successful |

Parents will receive the **Weekly Schedule** for the week coming on the previous Friday. This will assist you and your child to prepare for the each day.

### English Learning Area - Reading sample

READING Suggested Daily Time: 9:30 - 10:15am			
DAY + FOCUS	LI + SC	QUALITY LEARNING TASK	WHERE IS THE TASK?
MONDAY - 13/04		Easter Monday	
TUESDAY - 14/04		Curriculum Day	
WEDNESDAY - 15/04 Comprehension: Questioning	LI: I am learning to ask questions before reading. SC: I can look at the front cover of a text and ask questions before reading.	Students look at the front cover of a text and ask questions about it.	 '15/04 - Questioning Before Reading'
THURSDAY - 16/04 Punctuation: Proper Nouns	LI: I am learning to use proper nouns. SC: I can find the proper noun in a sentence and edit it with a capital letter.	Students underline proper nouns and rewrite the sentence with correct punctuation.	 '16/04 - Proper Nouns'
FRIDAY - 17/04 Grammar: Adjectives	LI: I am learning to use adjectives to describe a setting. SC: I can describe a setting using multiple adjectives.	Students describe a setting using relevant and interesting adjectives.	 '17/04 - Adjectives'

## Backup activities for students

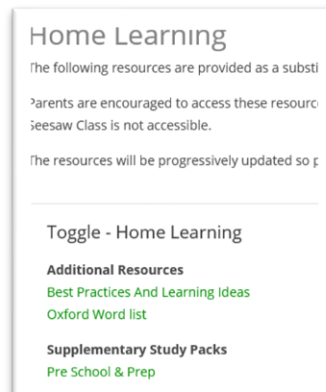
In the event that you experience issues with Seesaw, the DET have provided the Learning from Home website.

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

You may also find the WA website useful.

<https://www.education.wa.edu.au/learning-at-home/learning-resources-by-year-level>

## Backup for Wi-Fi or Internet Difficulties



A section called '**Home Learning**' sits within the **Parents menu** on our **school website**. It contains additional resources to support students if technology or internet issues occur and Seesaw Class is not accessible. The **Home Learning** link is available here <https://highvaleps.vic.edu.au/parent-information/#home> and will continue to be added to over time.

**These resources may be used as substitute learning tasks on days you may experience technical issues.**

You may want to download and print these files; however, some of the resources are large so you may want to print a few pages at a time, as your child needs them.

# **Remote Learning Expectations**

## **Student Attendance - Roll Call**

If remote learning for students is implemented due to a school closure, students will be expected to complete the required tasks daily (subject to individual circumstances).

### **Daily Student Sign in & Roll Call**

**By 8.45am** – Using Seesaw, the class teacher will post an Attendance page to each student's journal.

**By 10.00am** - Each student is to leave a comment with their name to show they are learning at home that day.

For example, *'Good morning Mrs Williamson. Steve is here'*.

This will be the process every school day morning to mark the roll for attendance.

## **Reporting Student Absences**

If your child is not able to participate in their remote learning because of illness (himself or herself or a family member) or another reason, please follow the procedure below to report their absence by 8.45am:

- 1. Option 1:**
  - a. Record your child's absence using the School Stream app.
  - b. See Student Absences using School Stream attachment
- 2. Option 2:**
  - a. If you do not have Internet access please call the school phone number to report your child's absence 9887 8000

The table below provides the protocols for communication should the school be closed and we transition to a remote learning model.

## **Department of Education Requirement re: Child Safe Standards**

### **DET Child Safe Standards.**

By opting into the Highvale Primary School Remote Learning program, you are granting permission for your child to participate in flexible and remote learning programs.



### **Create a designated Child Safe learning space.**

Organise learning materials and designate a common area for learning. Ideally, the space has a strong wireless connection and can be blocked from noise at times. To comply with Child Safe Standards, it should be located where your child can be seen by an adult and family members can participate in your child's learning if required.

## **Department of Education & Highvale Primary School Policies**

The HPS Digital Technologies Policy and Acceptable Use Agreements for both Prep – Year 2 and Year 3-6 act as the guide for use of digital technologies and expected behaviours.

All other DET and Highvale Primary School policies remain current. Please see the Documents & Policies section within the **Parents menu** on our **school website**.

The following links provided by the e Safety Commissioner are useful:

☐ COVID-19: keeping schools and learning safe online

<https://www.esafety.gov.au/about-us/blog/covid-19-keeping-schools-and-learning-safe-online>

☐ COVID-19: an online survival kit parents and carers

<https://www.esafety.gov.au/about-us/blog/covid-19-keeping-schools-and-learning-safe-online>

### **Things to consider when participating in an interactive session:**

Wear appropriate clothing during an interactive lesson. No singlets, pyjamas or clothing that would be considered inappropriate or unprofessional when attending casual dress day on site.

Select an appropriate background during the lesson. Consider privacy do not provide information about your home or location.

## **Remote Learning Protocols**

### **Students and Parents are responsible for:**

- attending school through remote learning.
- reporting absences.
- continuing their learning and respecting the learning environment provided by teachers.
- considering appropriate clothing, background location, and respectful communication.
- referring to Seesaw for all student work (subject to Internet availability).
- utilising the backup resources where possible if the Internet is not accessible.
- communicating with teachers to support learning.

## **Digital Recordings and Staff Privacy**



Where appropriate, teachers will use pre-recorded video, for example to read a book or explain a concept or skill. Video will be shared through Seesaw. Please note that these videos remain the property of Highvale Primary School and are not permitted to be shared in any format.



## Digital Recordings and Student Privacy



**Students are not permitted to transmit video or other digital images of themselves or other people using Seesaw.**

With parental permission, students may use digital recordings of their work (video, still pictures and voice), for example a photograph of their writing or voice recording of their reading using Seesaw. Whilst useful for teachers to provide feedback, the decision to utilise digital recordings is by parent choice and is not asked for or expected by the school.

For privacy reasons, students must obtain their parent or carer's permission prior to sharing digital data using Seesaw. Parents must provide active supervision of the student.

Please note that student digital recordings of student work will not be shared in any format by Highvale Primary School staff.

# Communication Protocols & Remote Learning

Importantly, our PBL expectations and approach will continue. Our school values will continue to frame the expected behaviours and underpin all interactions between teachers and students and parents and teachers / staff.



In the event that the school site is closed to students but staff are able to continue to work on site, normal communication practices between parents and staff will continue. This includes contacting Administration to report an absence (student is not able to attend to expected remote learning).

If Highvale Primary staff are not able to work from school and need to work remotely, the school number will divert to our Business Manager's mobile phone. For **Urgent & Important enquiries and messages**, please call the school number 9887 8000. For all other messages and enquires please email the school at [Highvale.ps@education.vic.gov.au](mailto:Highvale.ps@education.vic.gov.au)

Focus	Who	Communication Tool	Protocols
<b>Student &amp; Teacher communications</b>			
<b>Student Learning</b> Questions, explanations and feedback	<u>Student &amp; Teacher</u>	Seesaw Class	8.45am - 3.45pm Monday – Friday.
<b>Adult communications</b>			
<b>Student Learning and low level wellbeing needs</b>	<u>Parent and Teacher</u>	Teacher's email	Teachers will reply to emails within 2 business days.
<b>Student Wellbeing (low level)</b>	<u>Parent and Teacher</u>	Teacher's email	Teachers will reply to emails within 2 business days.
<b>Student Wellbeing (medium to high)</b>	<u>Parent and Assistant Principal (Mr Crozier)</u>	Mr Crozier's email School phone if HPS staff on site.	Mr Crozier will reply to emails within 2 business days.
<b>Student Attendance</b>	<u>Parent to Administration</u>	School Stream School phone (Miss Rebecca Foot)	By 8.45am if student will not be participating in remote learning on a normal school day.
<b>Administration Enquiries</b>	<u>Parent and Administration Staff</u>  Miss Foot & Mrs Gill	<b>Low level</b> - School email <b>Medium to High</b> - Call 9887 8000	School Admin will reply to emails within 2 business days.
<b>Emails to the Principal</b>	<u>Messages and Queries to Mr Richardson</u>	School email <b>Subject:</b> Attention Mr Richardson. <a href="mailto:Highvale.ps@education.vic.gov.au">Highvale.ps@education.vic.gov.au</a>	Mr Richardson will reply to emails within 3 business days.

## **Email Etiquette**

The School and staff provide their email address as a means for improving avenues for communication.

Emails must extend the same courtesy as a face-to-face meeting. Please be mindful, that teachers will be occupied during much of the day. Teachers check their email before the start of the day and often at the end, dependent upon meetings and other commitments, which will continue.

A response will usually be forthcoming within two days.

## **Staff email addresses:**

### **Highvale Primary School Administration**

Steve Richardson (Principal) **Subject:** Attention Principal [Highvale.ps@education.vic.gov.au](mailto:Highvale.ps@education.vic.gov.au)

Rebecca Foot (Business Manager) & Andrea Gill (Administration)

[Highvale.ps@education.vic.gov.au](mailto:Highvale.ps@education.vic.gov.au)

Joshua Crozier (Assistant Principal) [joshua.crozier@education.vic.gov.au](mailto:joshua.crozier@education.vic.gov.au)

### **Prep Learning Community**

Ashton Duke (Prep D): [ashton.mcdermott@education.vic.gov.au](mailto:ashton.mcdermott@education.vic.gov.au)

Jessica Kelaart (Prep K): [jessica.kelaart@education.vic.gov.au](mailto:jessica.kelaart@education.vic.gov.au)

### **Year 1&2 Learning Community**

Caisha Williamson (1/2W): [caisha.williamson@education.vic.gov.au](mailto:caisha.williamson@education.vic.gov.au)

Tamara Scully (1/2S): [tamara.scully@education.vic.gov.au](mailto:tamara.scully@education.vic.gov.au)

Mark Usai (1/2WD): [mark.usai@education.vic.gov.au](mailto:mark.usai@education.vic.gov.au)

Monika Herrmann (1/2H): [monika.herrmann@education.vic.gov.au](mailto:monika.herrmann@education.vic.gov.au)

### **Year 3&4 Learning Community**

Michelle Cheong (3/4C): [michellewengyee.cheong@education.vic.gov.au](mailto:michellewengyee.cheong@education.vic.gov.au)

Jodi Tate (3/4GT): [jodi.tate@education.vic.gov.au](mailto:jodi.tate@education.vic.gov.au)

Rachel Drew (3/4D): [rachel.drew@education.vic.gov.au](mailto:rachel.drew@education.vic.gov.au)

Nick Dempsey (3/4DY): [nicholas.dempsey@education.vic.gov.au](mailto:nicholas.dempsey@education.vic.gov.au)

### **Year 5&6 Learning Community**

Kim Bennett: [kimberley.bennett@education.vic.gov.au](mailto:kimberley.bennett@education.vic.gov.au)

Hannah Browning-Briese: [hannah.browning-briese@education.vic.gov.au](mailto:hannah.browning-briese@education.vic.gov.au)

Brooke Simpson: [brooke.scott2@education.vic.gov.au](mailto:brooke.scott2@education.vic.gov.au)

Emily Dvorscek: [emily.dvorscek@education.vic.gov.au](mailto:emily.dvorscek@education.vic.gov.au)

### **Specialist Teachers**

Jane Shaw (RTI / Reading Recovery) [jane.shaw@education.vic.gov.au](mailto:jane.shaw@education.vic.gov.au)

Megan Fegan (RTI/Tutor) [megan.fegan@education.vic.gov.au](mailto:megan.fegan@education.vic.gov.au)

Anne St Clair (Tutor) [Anne.StClair@education.vic.gov.au](mailto:Anne.StClair@education.vic.gov.au)

Pereena Sinclair (STEAM / EAL) [pereena.sinclair@education.vic.gov.au](mailto:pereena.sinclair@education.vic.gov.au)

Michelle Hayward (PE & STEAM): [michelle.hayward@education.vic.gov.au](mailto:michelle.hayward@education.vic.gov.au)

Natalie Yencken (PE): [Natalie.yencken@education.vic.gov.au](mailto:Natalie.yencken@education.vic.gov.au)

Erin Stoddart (Performing Arts): [erin.stoddart@education.vic.gov.au](mailto:erin.stoddart@education.vic.gov.au)

Helena Salles (German) [helena.salles@education.vic.gov.au](mailto:helena.salles@education.vic.gov.au)

Madeleine Sim (German) [madeleine.sim@education.vic.gov.au](mailto:madeleine.sim@education.vic.gov.au)

Robin Miao (Mandarin): [jifen.miao@education.vic.gov.au](mailto:jifen.miao@education.vic.gov.au)

Han Guo (Mandarin): [han.guo@education.vic.gov.au](mailto:han.guo@education.vic.gov.au)

# **Tips for Transitioning to Remote Learning**

The transition to home learning is a big change for your child. The resources and guidelines below can help you to make home learning a positive experience.

## **1. Establish a schedule.**

During a big transition, students need consistency. Keep normal meal and bed times, and start learning when school typically starts each day.

## **2. Create a designated learning space.**

Organise learning materials and designate a common area for learning. Ideally, the space has a strong wireless connection and can be blocked from noise at times. It should be located where your child can be seen by an adult and family members can participate in your child's learning if required.

## **3. Begin and end each day with a check in.**

Designate time to check in with your child. This will help your child feel more secure and will support them to process the situation.

→ Questions to ask: What are you learning today? What materials do you need? What did you enjoy learning today? What was challenging?

## **4. Schedule physical activity and social interaction.**

Physical and social activity are essential to your child's wellbeing. Scheduling time for movement, social interaction, and play helps your child have a positive experience at home.

→ Ideas: Create a family dance, act out a scene from a book, interview a family member, play your favourite game, cook or bake your family's favourite recipe

## **5. Support your child's emotional needs.**

In stressful times, children need supportive and stable relationships with trusted adults. Stay close with your child and provide age-appropriate information.

→ [Kid-friendly comic about COVID-19](#)

## **6. Monitor communications from your child's teacher and school.**

Make sure you know how and when you will receive communications.

## **7. You may like to access the resources provided by the DET**

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

# **Staff Leave & Student Work**

In the event that a staff member requires leave the following process will be adopted.

A message will be sent through Seesaw to the students in the absent teacher's class by a teacher from the same Learning Community. The teacher will say hello and introduce themselves. The teacher will provide the following script of learning tasks to be completed until their teacher is back.

### **Student Work – Further information will be added as required.**

- a. Complete any unfinished Seesaw set tasks from previous days.
- b. Continue with Mathematics and Reading Eggs/press
- c. Choice Writing
- d. Specialist Activities
- e. Concept tasks
- f. Refer to Home Learning folder under the parent menu on the school website for additional learning activities.