



St Francis Xavier
Catholic Primary School
MONTMORENCY

90 Mayona Road
MONTMORENCY VIC 3094
Ph: (03) 9435 8474
Fax: (03) 9435 0016

Tuesday 14th April 2020

WELCOME BACK TO TERM 2 2020 – PART 2

This is a new way of learning for all and we are all learning as we go. We are all working and learning together in this very new way of learning for students and teachers.

Please remember, we are now '**Remote Learning**', and not '**Home Schooling**'. As such students and families should not be overwhelmed thinking that parents suddenly need to take the place of a teacher and complete tasks according to a rigorous and inflexible timetable and that every hour of the normal school day from 8.55am to 3.30pm must be filled with learning.

We are providing tasks that most children should be able to complete independently and at the best time that best suits each family and according to when devices and adult assistance are available in your home. We envision the role of a parent or adult to be one of supervision, guidance, support and encouragement, whilst sustaining a routine that suits your family. Some students will sometimes receive work tasks that are different to their peers as teachers endeavour to differentiate tasks for particular students.

Suggested Daily Workload Timetable

Prep – minimum of 1 hour 45 minutes

Year 1 & 2 – minimum of 2 hours per day

Year 3 to 6 – minimum of 3 hours and 15 minutes per day

Whilst this is the suggested daily workload for our students, there is no reason that children cannot engage in further learning beyond this timing. For example, children may choose to write a journal documenting how different Term 2, 2020 has been, or tuning in to the ABC Education program or writing a story. We would also continue to encourage children to read, read, read! This doesn't necessarily have to be a novel, but could be the local paper, a blog, song lyrics or picture story books.

Google Classroom will be the mode by which work will be shared for students Year 1- 6. Students from Year 3-6 have been sent invites via their email address from the teacher to join the **Google Classroom**. Prep students will initially be given work tasks via **Seesaw** possibly progressing to Google Classroom later in Term 2.

A **suggested** Weekly Timetable will be distributed by all classroom teachers on a Monday through the Google Classroom/Seesaw portal. A morning message will be sent out to all students each morning and this will be followed by an upload of **suggested** work for the day. We are trying to have a balance between keeping children on track and engaged with their learning, and offering flexibility to families to attempt different work tasks during the week.

Specialists teachers will also be uploading **suggested** activities on a Monday of each week. These **may** be attempted through the week so as to give the students some variation of tasks that are from our Specialist teachers. I use the word suggested as these tasks may be completed by the students, potentially taking them beyond their required hours per day, but are still available to all students.

Learning tasks set will be based on the needs of the student and every effort is made by teachers to ensure this is the case. If students are continually having difficulty with a task, **students** in Years 3 - 6 are to let their teachers know. In Years Prep to 2, **parents** are to let teachers know via email.

Staff will be monitoring, directing and as time progresses, possibly providing live, virtual lessons and feedback on work set for students. Our feedback and assessment structure will be communicated at a later date when we have well established virtual routines and students are comfortable with the use of various technologies in their learning.

PREP STUDENTS

Prep teachers will be sharing work daily with parents via Seesaw. The QR codes for Prep students have been sent home via their Remote Learning Pack.

YEAR 1 & 2 STUDENTS

Year 1-2 have already been sent their email address in their Remote Learning Pack and on Seesaw. They will need parent assistance in accessing this and joining their class's Google Classroom page initially, which will then allow them to access their work.

YEAR 3 TO 6 STUDENTS

Should already be familiar with accessing their school Gmail and will need to accept an invitation to join their own Google Classroom. This email will be from their classroom teacher.

GENERAL INFORMATION

If you or your child have any questions or concerns, please contact your class teacher as the first port of call via email. These email addresses are on the school website www.sfxmontmorency.catholic.edu.au under the 'Our School' – 'Staff 2020' page. If you wish to speak to them over the phone, please provide the most appropriate contact number via email.

If you have any technical questions regarding Google Classroom please email our Digital Technologies teacher Mr. Park on mpark@sfxmontmorency.catholic.edu.au

We cannot obviously do house calls to fix your various internet or home computer problems.

If you notice that your child is not their usual self or seems concerned or anxious and you would like some guidance, please make contact with your child's teacher or email our Student Wellbeing Leader Mrs. Giusti on rgiusti@sfxmontmorency.catholic.edu.au

Teachers will generally respond to emails Monday – Friday from 8:40 to 3:40 pm.

Our aim is to have students do as much as they can via devices or in their workbook(s) which was sent home/collected last term. Please do not go out and buy extra things, this is not our expectation.

Where possible:

1. Your child will need a quiet space, without distractions to complete their school work.
2. Try to set up a daily routine, this will be important in the transitioning back to school.
3. Avoid distractions like social media during the 8.55am to 3.30pm school day
4. Watch for changes in your child's demeanor and behaviour

THE TERM AHEAD.... 11 WEEKS OF LEARNING IN TERM 2

As we become more and more familiar and skilled with this kind of learning, we may progress to 'live' Google Meet or Zoom sessions each day. If this is the case, students will need to be in their school uniform for these sessions.

There may also be a dedicated time when all class members dial into a virtual session at an appointed time to meet with their teachers and class mates.

We may also progress to the point of a dedicated staff member making contact with or 'checking in' with each student, to see how they are progressing every week. This will be our way of continuing to build our relationship with the students so that they continue to be connected to the school and monitoring that learning is occurring and the students are progressing

I am sure that there will be many positives that come out of this period of Remote Learning and it is important that we see Term 2 as something different and exciting.

Every challenge, problem or hurdle that we will face this term can be overcome together. Let us work in partnership to make the best of this situation.

Philip Cachia
Principal



St Francis Xavier
Catholic Primary School
MONTMARENCY

STUDENT GUIDE TO REMOTE LEARNING

Setting Up Your Learning Space

- Keep a routine: eat breakfast, brush your teeth, do your hair and get dressed before learning commences
- Keep the tools you need close by - pens, pencils, paper etc.
- Stay comfortable! Use your device on a table and use a comfortable chair. Don't forget to stand and stretch regularly!
- Have water and a healthy snack on hand.
- Make sure your devices are charged and connected to power and your home internet. Your parents will be able to help you with this.
- Make sure you are logged onto your St Francis Xavier School Google Account. To log in, use your St Francis Xavier email and Google Password.
- Remember to be mindful and respecting your family members. If you need to listen to or watch a clip, put your headphones in so you don't disturb others.

Online Behaviour

- Talk with your parents and develop family expectations for screen time, sharing working spaces, using security controls and boundaries for internet use.
- The St Francis Xavier Student Acceptable User Policy applies to Remote Learning. This was distributed to Year 3 -6 students.
- The school's user agreement protocols will continue to be enforced for all activities where the school Google Account and/or school device are used.
- St Francis Xavier School Google Account will be monitored by the school Administrator.
- St Francis Xavier staff will continue to offer support and guidance for anyone experiencing any form of cyberbullying whilst on line.
- Use appropriate language when communicating (speaking/writing messages) online with your teachers and your classmates. Remember other people in your class, including your teacher can read your comments on Google Classroom.
- Remember to use proper language, not slang or shorthand, when you are writing.
- Behave appropriately in accordance with our SFX school rules and values, expectations and classroom agreements.
- Always Remain **SMART, SAFE & RESPECTFUL** Online!
- If you receive communication from an unknown person, tell an adult immediately.
- With your parents' permission watch this Youtube clip together with your family: Internet Safety Tips for Kids: <https://www.youtube.com/watch?v=X9Htg8V3eik>

Photos and Video Protocols

If your teacher has set a task where you are required to take a photo or video you must:

- Ask one of your parents/guardians to help you with this;
- Be appropriately dressed - no pyjamas;
- Not photograph or video in bedrooms;
- Always ask permission if you have someone else in your photo/video before sharing it with your teacher;
- Not use any other person's photo or video in any way without their permission.
- Remember to tell your family when you are taking photos or filming.

Communicating with my teachers

- Your teacher will be contactable by email between the hours of 8:55am - 3:30pm week days. Teachers will try and respond to emails as promptly as possible. Please remember we are all doing our best to support you as best we can so it might take a little while to respond.

Where can I go

- All the staff at St Francis Xavier School are here to support you. Even though we are all in a Remote Learning space, it doesn't mean we won't be connected. We are just connecting in a different way.
- Your Classroom teacher will be in contact with you daily with a message and work for you to do.
- Your specialist teachers (Mrs Hunter, Mr Park, Mrs Johnson, Mrs Waller, Mrs Wilson, Mrs Ferguson) will also have some learning for you to do each week.
- Should you have any issues connecting to your Google account, check you have the right email and password. Contact your classroom teacher if you have misplaced these.
- Mr Park our Digital Technology guru is available during school hours (mpark@sfxmontmorency.catholic.edu.au) if you need some further help.
- Ms Giusti is our Wellbeing leader. She has created a Wellbeing Google Classroom Space that you can find some activities to help with balancing your day. She is available Monday -Thursday during school hours. (rgiusti@sfxmontmorency.catholic.edu.au)
- Mr Cachia (pcachia@sfxmontmorency.catholic.edu.au) and Ms Rinaldo (prinaldo@sfxmontmorency.catholic.edu.au) are also available to assist.