

St. Joseph's Primary School

Coleraine



REMOTE LEARNING GUIDELINES



St Joseph's Primary School, Coleraine

Remote Learning Guidelines

Dear families,

What a strange and peculiar time we find ourselves in!

The following guidelines for students, families and staff have been prepared to provide information regarding **remote learning** in response to the COVID-19 pandemic.

It is intended to be a guide and may need to be updated as we move through this new way of learning.

Our school is, and will continue to be, a place where all members of our team are committed to working in a collaborative and co-operative manner.

The coming weeks and months will be challenging, but we are here to help you get through these unprecedented times. Communication, partnership and understanding will be our keys to success.

I know many of you are all busy, stressed and feel like remote learning is a big undertaking, but please, go easy on yourselves. They're your kids, and these coming weeks are about protecting them and showing them you love them.

With regard to the learning done at home, I am only asking you to do what you can.

The children will be fine, honestly they will, and who knows what other learning they will discover in this new environment.

All the best, and please don't feel you have to take the world upon your shoulders.

We're all in this together.

Joshua McElgunn

Principal



What does remote learning at St Joseph's look like?

Remote learning is the way schools are responding to the COVID-19 pandemic. **Where possible, students must remain at home for learning** to ensure the health and safety of our community. [Children of essential workers are able to attend school and will be supervised to complete the same work as those students learning from home.](#)

This is not home schooling where parents are devise the content.

Remote learning is teacher driven, planned and assessed, just as if we were normally at school. We just need your help in setting the students up and keeping an eye over their shoulder from time to time.

At St Joseph's we are running with a largely paper based remote learning program. We have a number of families without internet access, so we made the move to be as inclusive as possible by planning in hard copy form.

Our staff will be hand delivering a new week's learning pack, specifically designed for your children, every **Friday afternoon** to your home. We will also be collecting the previous week's work for assessment and feedback.

A morning assembly (10 minutes) will be hosted on our school website every morning at **9am** to almost create the sense of a morning school bell to help get the students into routine. We would like students that can log online to view it each day if possible.

It is also expected that students wear their **school uniform** during learning time as this also helps to keep routines in place, while a designated learning area is also another great way of developing an open learning mindset.

The staff have appointed a **Remote Learning Coordinator (RLC)** to assist with teaching and learning issues on a day to day basis as you and your family work through the daily program. This rotating staff member can be contacted at:

learningsupport@sjcoleraine.catholic.edu.au

If you add your contact mobile number to the email, the **RLC** will be get in touch with you as quickly as possible, to assist in explaining any aspect of the learning program.

Our office phones are active, however, learning enquires will be redirected back to the RLC email address.

Expectations of Students

- Complete the learning tasks that have been assigned by your teacher.
- Be respectful of the people who are helping you to learn at home. This is a challenging time for everyone and we are all doing our very best to assist you with your learning.
- Respond to your teachers and other staff if they contact you.
- Present yourself in a tidy and respectful manner, with an adult with you, should you be having a face-to-face online conversation with your teacher.
- Ask questions if needed.
- Remember our school rules. Do your best, help others succeed and respect your school. These rules still apply when learning remotely.



Expectations of Parents/Carers

- Provide a safe learning space for your child that is conducive to positive learning.
- Supervise your child's learning and assist them where necessary.
- Ensure that your child is completing the tasks assigned to them.
- Ensure that your child is using technology in a safe and appropriate manner.
- Communicate regularly with school staff.
- Be present with your child if they are having a face-to-face online conversation with their teacher.
- Regularly check Emails, School Website, Google Classroom and our school Facebook page for messages, updates, notes and newsletters.



Expectations of Staff

- Plan, deliver and assess student learning.
- Communicate to students and families what is required to participate in the learning that has been assigned.
- Provide feedback to students on their learning.
- Communicate with students and families on a regular basis.
- Follow up with families if students are not accessing their learning tasks.
- Refer any student learning concerns to staff.



Frequently Asked Questions?

Do students have to do school work all day at home?

It is expected that students will attend to learning each day, however we recognise that families may have to timetable learning around parent work times. So no, remote learning will not take all day to complete.

Recommended daily learning time:

Subject	Foundation - Grade 2	Grade 3 - Grade 6
Literacy (Reading, Writing & Spelling)	45 mins - 60 mins daily	45 mins - 60 mins daily
Numeracy (Number, Measurement & Statistics / Probability)	30 mins - 45 mins daily	30 mins - 45 mins daily
Physical / Play-based Activity (Phys. Ed.)	30 mins daily	30 mins daily
Creative learning (Art, Music, Science, History, R.E.)	30 mins - 45 mins daily	75 mins - 90 mins daily
Approximate Daily Learning Time	2 ¼ hours - 3 hours (135 mins - 180 mins)	3 hours - 3 ¾ hours (180 mins - 225mins)

How do families plan the day away from school?

It is important to remember that as of **Wednesday 15th April**, Term 2 starts and holidays are finished. This is when remote learning will begin. It will be important to have a plan for each day that includes learning time, break times, eating times and leisure time.

On Friday 17th April, families will receive a **Visual Timetable** and **subject cards** in their learning packs so each student can build their own daily learning schedule.

Here is an example of a timetable we prepared this week (pictured right).

It is important to note that the weekend is still the weekend!

MONDAY TIMETABLE				
TIME	ACTIVITIES			
	15 MINS	15 MINS	15 MINS	15 MINS
Before 8.30am	Eat breakfast		Get dressed	Teeth & Toilet
9.00am	Make bed	Walk dog		
10.00am	ENGLISH (Reading)			ENGLISH (Spelling)
11.00am	SNACK TIME	Outside Playtime		
12.00pm	ENGLISH (Writing)		MATHS	
1.00pm	LUNCH TIME	Outside Playtime	PHYS ED CHALLENGE	
2.00pm	CREATIVE TIME (Art)			
3.00pm	PRINCIPAL'S CHALLENGE			SNACK TIME
4.00pm	Outside Playtime			
5.00pm	Chores time		Bath Time	
6.00pm	Call family		DINNER TIME	
7.00pm		Pyjamas	Teeth & Toilet	
8.00pm	Nightly Reader	Sleep time		

Will students have homework?

No! All student learning will be covered in the work we are assigning to students each week.

How will the school communicate with families?

Each Friday we will send out our newsletter in paper and email form. We will also upload it to our school website. **IT IS VITAL THAT EVERY FAMILY IS CONNECTED AS THIS IS OUR MAIN PLATFORM FOR COMMUNICATION TO FAMILIES.**

We will also send out any updates or notes where appropriate, on our Website and school Facebook pages. Staff will also keep weekly email and phone contact with every family.

Will students be disadvantaged if they are learning remotely while other essential services children are at school?

No. All students will be working on the same tasks whether at school or at home. School staff will be working in a supervisory role.

THERE IS NO LEARNING ADVANTAGE IN BEING ON THE SCHOOL SITE.

If one parent/carer is at home, even if they are working, can I send my child to school?

No. The message from the Premier Daniel Andrews is very clear – children **MUST** stay at home where possible.

If my child has a sniffle, cough or any sort of minor illness, can they come to school?

No. If your child shows any sign of illness they must not come to school. If staff feel a student is unwell they will have to go home immediately.

If I have a day off work, can I still send my child to school?

No. If children do not have to be at school, they must stay home.

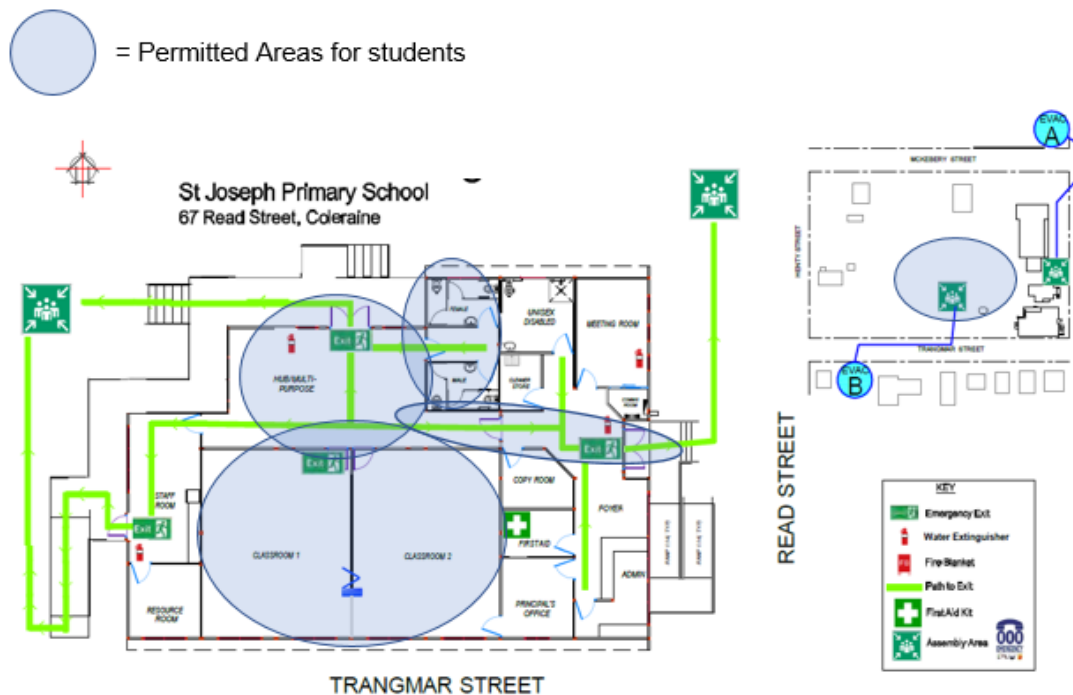
What will social distancing look like for people at school?

From Wednesday 15th April students that attend school will be seated separately and 1.5m apart in the open LGA & LGB classrooms.

Staff are isolated to designated work stations and offices if they are not already working from home and families are asked to use 'The Loop' car park, and not to congregate at pick up and drop off times.

Students learning onsite will not be able to access the playground or sports equipment unless individual items for their use only is designated.

Students will also be restricted to the following areas:



Students attending school onsite will be required to use hand sanitiser or soap upon entry to the building, have their temperatures checked and assist with daily cleaning practices to help disinfect and wipe down classroom surfaces, ready for the next day.

How can my child get access to online materials to support the learning if we don't have a device?

For students who do not have access to digital technologies at home, the school will register and loan out Chromebooks to families. Please email:

principal@sjcoleraine.catholic.edu.au if you require a device. If you have the internet at home, you can connect by following the network setting prompts.

Please note that the internet is not a requirement for remote learning.

Is phone and internet learning safe for students?

All students have signed (and will be resent) our Digital Learning policy, complete with expectations and school values online.

Staff have signed a revised code of conduct and no video or phone call will take place with students without being recorded or conducted in the presence of an adult at home. Parents can also access student emails.



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