



## GLEN HUNTLY PRIMARY SCHOOL REMOTE LEARNING POLICY APRIL 2020

### CONTEXT

The Victorian Government announced that students will move to remote learning for Term 2 on Wednesday 15 April. The decision to increase physical distancing across the population and prevent the transmission of coronavirus (COVID-19), was taken to ensure the health and safety of all Victorians.

The clear directive by the Victorian Government, based on the advice of the Chief Health Officer, was that all students who **can** learn at home **must** learn from home.

At the commencement of Terms 2, all students will be learning from home, except for children on days when they are not able to be supervised at home and no other arrangements can be made. As such the Department of Education provides an *On-site Attendance Application Form* which requires you to indicate the days or part-days you require your child/ren to attend school on-site. Students may not attend school until this form is completed.

### PURPOSE

To ensure that all students and members of our school community:

- Understand how remote learning is defined and what it entails.
- Are provided with well-being tips to support remote learning.

### SCOPE

This policy applies to all students, parents and staff at Glen Huntly Primary School. This policy is based on The Department's *Remote and Flexible Learning Guidance*. Throughout this document, the terms remote learning, learning from home and school closure are used interchangeably.

### DEFINITIONS

For the purpose of this policy, "remote learning" is defined as the method by which the teaching and learning program will be provided to students. This policy also sets out the expectations of staff and parents to support students learning from home and includes well-being tips designed to support continuity of learning from home.

### POLICY

In the event of a school closure; the school community can expect to proceed with this Remote Learning Policy. The protocols and information outlined in this policy will guide our work during school closure. In order to minimise stress and/or confusion, the following processes will be put in place to ensure continuous, effective and productive learning for all students.

## LEADERS WILL:

- Communicate the implementation of the Remote Learning Policy to staff, parents and students, including publishing this document on the GHPS website.
- Support, encourage and assess communication with and between staff, parents and students during school closure.
- Actively communicate updates from the Department of Education (DET) and Department of Health and Human Services (DHHS) with all staff and parents during the school closure.
- Support teaching staff, parents and students with medical and wellbeing needs as required.
- Principal Class: Be available **Monday - Friday 9:00 am - 3.30 pm** for staff and parent communication/concerns.
- Principal Contact: Libby Alessi: [glenhuntly.ps@edumail.vic.gov.au](mailto:glenhuntly.ps@edumail.vic.gov.au)
- Assistant Principal Contact: Amy Tinetti: [glenhuntly.ps@edumail.vic.gov.au](mailto:glenhuntly.ps@edumail.vic.gov.au)

## PARENTS/GUARDIANS WILL:

- Inform the school via Compass if their child is unwell or unable to complete their school-work for any reason.
- Ensure their child has internet access and a device to access their work/learning tasks (as circumstances allow).
- Notify the school if they have no or a weak internet connection, or no device for their child to learn on: email [glenhuntly.ps@edumail.vic.gov.au](mailto:glenhuntly.ps@edumail.vic.gov.au) for these communications.
- Read all home learning tasks daily posted on Google Classroom (Grades 3–6) or Compass (F–2) with their child.
- Check Compass for the latest information from their child’s teacher and updates from the school administration regarding school closure.
- Designate a consistent place and time where their child will work independently on his/her assigned tasks, to create a predictable routine for their learning (as circumstances allow).
- Monitor time spent engaging in online and offline learning.
- Support their child in the safe and appropriate use of digital platforms. This includes commenting appropriately and using manners when replying to peers and teachers.
- Direct wellbeing matters and concerns to Miss Amy Tinetti at [glenhuntly.ps@edumail.vic.gov.au](mailto:glenhuntly.ps@edumail.vic.gov.au)

[Learning from Home Information for Parents](#) - Department of Education and Training

## STUDENTS WILL:

### Years F–2 Students

- With their parents, check Compass daily for learning tasks and activities.
- Submit tasks to their classroom teacher via specified arrangements Compass.

### **Years 3–6 Students**

- Check Google Classroom daily for learning activities, assignments and activities.
- Submit specified tasks according to teacher instructions.

### **All Students**

- Be proactive in asking their teacher for help with learning tasks, following the protocols of appropriate communication.
- Complete any work that is assigned to them. If work is not finished in the allocated time, then it is the responsibility of the student to complete it before next day's learning commences. This excludes project work.
- Maintain contact with friends and peers. Students can communicate and support each other during learning. Check the 'Learning From Home' page on Compass for ways students can stay connected.
- Set up and maintain a routine which includes healthy eating, exercise, good sleeping habits and relaxation.
- Follow the school's behaviour expectations at all times, including the principles of the Acceptable Use Agreement.
- Use safe, appropriate behaviour and respectful communication on all digital platforms.

## **STAFF WILL:**

### **Classroom Teachers**

- Post daily timetables including details of learning tasks by 9:00 am each work-day for students to view.
- Post classwork that includes reflective activities and focuses on creative and critical-thinking skills.

### **Specialist Teachers**

- Organise weekly learning tasks, activities and assignments related to their specific curriculum area and program.
- Post work that encourages offline learning, away from a device.

### **All Teachers**

- Be available online, through email/Compass and Google Classroom, **Monday - Friday from 10:00 am – 2:00 pm**. Other time will be spent planning for online learning, marking, answering emails and meeting with their Professional Learning Team.
- Engage and contact students weekly through Google classroom (3-6) and Compass (F-2).
- Continue to differentiate instruction where possible, to meet the needs of all learners.
- Give feedback on students' work through Google Classroom (3-6) or Compass (F-2).
- Respond to parent and/or student emails within 48 hours of receiving their message, inside of normal school hours: Monday - Friday from 8:45am - 3:45pm. If the email is received on a Friday, please expect a response by the end of the school day the following Tuesday.
- Limit correspondence to school-approved written or text-based communication

channels. Should a face-to-face video conversation be necessary, teachers will include at least three students and/or the student's parent or guardian in the conversation. Video conferencing must be conducted in a shared space such as a living room.

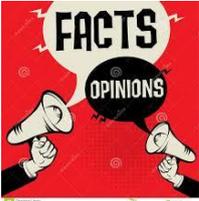
### Education Support Staff

- Be assigned to the student they are timetabled the most hours to at school.
- Remain in contact with their allocated student's teacher during the school closure.
- Help prepare and implement work for their allocated student, under the teacher's instruction.

## REVIEW CYCLE

This policy was last updated in April 2020 and is scheduled for review in April 2024 or as DET make changes.

## WELLBEING TIPS FOR PARENTS/FAMILIES & STUDENTS:

<p><b>Stay Calm</b></p>  <ul style="list-style-type: none"> <li>● Acknowledge your feelings but concentrate on what you actually know and the positives in your life.</li> </ul>	<p><b>Self Care</b></p>  <ul style="list-style-type: none"> <li>● It is important you look after yourself. Eat healthy, exercise, get a good night's sleep and use relaxation techniques such as mindfulness.</li> </ul>	<p><b>Hygiene</b></p>  <ul style="list-style-type: none"> <li>● Wash your hands regularly, cough and sneeze into your elbow, disinfect surfaces and dispose of tissues properly.</li> </ul>
<p><b>Facts</b></p>  <ul style="list-style-type: none"> <li>● Be mindful about the amount of news you are consuming and where you are drawing your information from.</li> </ul>	<p><b>Social Media</b></p>  <ul style="list-style-type: none"> <li>● Take a break from news or social media, especially if there is no new information or you are feeling overwhelmed.</li> </ul>	<p><b>Physical Activity</b></p>  <ul style="list-style-type: none"> <li>● Continue to be active everyday and keep doing the things you enjoy, where possible. Get creative with your activities!</li> </ul>
<p><b>Support</b></p>	<p><b>Connection</b></p>	<p><b>Perspective</b></p>



- ***Don't be afraid to ask for support. This could be from friends, family, school staff or other organisations or support centres.***



- ***Stay in touch with friends and family members. Chat and talk regularly.***



- ***It is okay if you feel nervous, anxious or uncertain. Remember to maintain perspective.***

## **APPENDIX A: ACCEPTABLE USE AGREEMENT**

### **Acceptable Use Agreement**

Please refer to the GHPS Acceptable Use Agreement on Compass

See links below for template Acceptable Use Agreements on the Department's website:

- [Acceptable Use Agreement for Primary Schools - Template](#)
- [Acceptable Use Agreement for Upper Primary and Secondary Schools - Template](#)
- [Further information - Consent, Acceptable Use Agreements and Online Services](#)