



2021 Pasco Parent/Guardian & Student Guide for an Online Learning Environment

General:

As outlined on Thursday 27 May at this stage schools will be closed for 5 days – Friday 28 May to Thursday 3 June. Please note that **Friday 28 May will be a student-free day** to allow teachers to prepare for the remote and flexible learning environment that will be in place for most of next week. **There will be no Year 10, 11 or 12 classes running on this day.**

To support learning at home, parents/guardians are not required to be a subject matter expert or educator, but rather a partner in the support of student's learning in an online learning environment. Success in an online learning environment requires just as much work and effort as a traditional classroom and it's important that students approach this in a positive manner.

Attendance is required to be recorded daily for all students next week.

Below we have outlined the guidelines for this period of time.

Attendance:

A Google Meet will occur for each timetabled class. **Rolls will be marked on Compass at the beginning of each scheduled class.** Students not present during the Google Meet for their class, will be marked absent for the lesson.

If a student is unable to attend a class, parents/guardians will need to contact the Attendance Officer via email: attendancep@willihigh.vic.edu.au

It is each student's responsibility to email their teachers directly, out of courtesy, and to catch up on missed work via Google Classroom if absent.

VCAL and Year 12 VCE Classes and Assessment:

Year 11 and 12 VCAL classes along with Year 12 VCE classes will continue to run as per the normal timetable from Monday 31 May to Thursday 3 June.

During the Google meet at the beginning of each lesson teachers will explain any tasks that are to be completed. **Students are required to monitor their school email and Google Classroom pages regularly**, so as to remain fully informed of updates and communications as well as Google Meet links.

Students must ensure that:

- They are enrolled in/have access to their class' online learning platform i.e. Google Classroom. Students should check their Gmail accounts for Google Classroom details if they have not already enrolled.
- They actively engage and complete coursework tasks etc. that are uploaded to Google Classroom for each of their subjects.

Unit 3 SACs:

The VCAA recommends the delivery of School Assessed Coursework (SACs) to maintain the continuity of the learning program and prevent concern for students that assessment is not being conducted. These SACs could be the tasks already developed or a modified version that is more achievable through remote delivery.

The data collected from these assessments activities may be validated (via SACs completed under test conditions) at a later date, when schools return, or form the basis of a School-based Assessment derived score if a validation activity is not possible.

Guidelines for conducting remote assessment of SACs:

- SACs will be administered in line with the Unit 3 SAC/SAT Calendars. If this is altered in any way students will be notified by their classroom teachers.
- Where there are multiple Unit 3 classes, all students will complete the SAC at the same time (**Unit 3 only**).
 - These SACs will be scheduled during the hours of 3:30pm and 4:30pm, Monday to Thursday. Larger SACs (over 1 hour) may be broken up into smaller sections if possible (i.e. part a, part b etc.), to make them more manageable in a home-setting.
 - If required we may also schedule SACs on a Thursday which would mean students may miss a scheduled lesson.
 - Where only one Unit 3 class exists, SACs will be completed during the timetabled class time.
- Teachers will notify students at least 7 days prior to a SAC being administered via a notification on Google Classroom. Including:
 - SAC date
 - Start time and finish time
 - Materials allowed
 - Time allowed
 - Information on how to submit the SAC if it is a writing task
- Parents/Carers are asked to support students to complete their SACs under normal SAC conditions and ensure they have a suitable place to do the SAC.
- Students are reminded that SAC validation may occur upon return to school, meaning that students must be able to repeat the standard they have submitted in the formative SAC for the mark to stand.
- After assessment tasks are submitted and marked, teachers will provide feedback to students via Compass Learning Tasks.

In the situation that a student does not meet the satisfactory pass rate (50%) for an online formative SAC, a Redemption will be logged on Compass. An alternative task will be completed by the student in order to attempt to meet a satisfactory standard.

Year 10 and 11 Classes and Examinations:

In response to remote learning now being in place for part of the examination period we will adapt and change our approach to Year 10 and 11 exams. **Those exams that are scheduled for the lockdown period, Friday 28 May to Thursday 3 June, will take place online during scheduled subject class time from Monday 31 May to Wednesday 2 June.** Individual subject teachers will inform their students when the exam for their subject will run and outline processes around completing the exam online.

Year 11 General Maths, Maths Methods and Specialist Maths exams will be rescheduled to allow students to complete these exams in person and we will have further information to students and parents/carers in the coming days as to when these will be scheduled. At this stage, it is likely these exams will take place on Tuesday 8 June or Thursday 10 June.

Students must attend all scheduled classes from Monday 31 May to Wednesday 2 June as per their normal subject timetable on Compass. On Thursday 3 June students are only required to attend the 10.52am Homegroup session.

****Please note: In preparation for on-site Year 10 and 11 Maths exams at the end of the lockdown period, Thursday 3 June will be an opportunity for students to complete additional Maths exam revision.***

****Please note: Year 10 and 11 Homegroup will continue to run each day at 10.52am. All students need to attend their Homegroup check-in and have their attendance taken.***

Student Engagement and Wellbeing:

Classroom teachers will contact parents via email or phone call if they believe a student is not accessing online learning materials and/or completing set tasks, so that parents can support their child's learning at home.

If parents/guardians have concerns during the remote learning period, please email the relevant homegroup or classroom teacher. If the situation is more complex please contact your child's Student Management Leaders.

Inappropriate online behaviours by students will be followed up by classroom teachers. Student Management Leaders may also be required to contact home if the behaviours are deemed repetitive and/or harmful to the wellbeing or learning of others.

Please refer to the **Williamstown High School Learning Online Rights and Responsibilities** document attached on your Compass newsfeed. ***Please read this document as it outlines the rights and responsibilities that are expected for all in an online learning environment.***

Teachers will continue to log Positive Posts on Compass to recognise student efforts in relation to WHS's Positive Behaviour Expectations: Be a Learner, Be Safe and Be Respectful.

The following support structure is in place and please contact the relevant Student Management Leaders if you have any concerns:

Year 10 SMLs

Grace Robertson: Grace.Robertson@education.vic.gov.au

Matthew Grose: Grose.Matthew@education.vic.gov.au

Year 11 SMLs

Ian Hume: Ian.Hume@education.vic.gov.au

Tyson Hartwig: Tyson.Hartwig@education.vic.gov.au

Year 12 SMLs

Melissa English: Melissa.English@education.vic.gov.au

David Urwin: David.Urwin@education.vic.gov.au

Further wellbeing support can be provided by the following staff:

- **Sarina Meusbürger:** Student Engagement & Wellbeing Leader who supports and oversees all Pasco Student Management Leaders. Sarina.Meusburger@education.vic.gov.au
- **Ann Goller:** Student Welfare Coordinator. Ann.Goller@education.vic.gov.au

Homegroup Classes:

- Homegroup teachers will make contact with students at least once per day to check in via a short Google Meet. This will take place during the scheduled homegroup session - 10:52am - 11:02am
- Homegroup teachers will use this check-in to ascertain how students are progressing in their coursework and engage with them about their health and wellbeing. HG teachers will encourage students to complete a small amount of exercise each day i.e. short walk.

Parent and Student Communication:

Parents and students are asked to check their email addresses and Compass multiple times a day as these will be the main modes of communication used by the school.

Students should specifically be accessing their **Willi High Gmail address**.

Parents/Guardians: Please use **Education email** accounts as the formal communication platform and we will respond to your email and or call you to discuss any questions or concerns you may have.

When students are contacting teachers via Gmail the following guidelines need to be applied:

- In the Subject students should follow this format -
- Year level/subject/topic e.g. *Year 10 Physical Education Common Assessment task 1*.
- Emails should be brief and to the point (*please remember your teachers will be receiving many emails from their students so please assist them to answer you by being succinct*).
- Students should sign their email using their full name and HG e.g. *John Smith 10A*

Google Suite for Education:

Google Suite is a collection of digital tools designed to assist educators and students to learn together, as all tools allow for collaboration. *Google Suite* comprises the following apps/tools: *Gmail, Drive, Classroom, Docs, Sheets, Slides, Calendar, Meet, Sites* and *Forms*.

- **Gmail:** email platform.
- **Drive:** storage platform.
- **Classroom:** a platform which will be used by staff to share lesson plans, resources, set work, review work and give feedback. Students should have a *Google Classroom* set up for each subject, by their subject teacher. Staff may invite students to a new *Google Class* by email- students should check their *Gmail* for an invite.
- **Google Docs, Google Slides and Google Sheets:** tools similar to Microsoft Word, PowerPoint and Excel. Staff and students can work collaboratively on these platforms – staff may provide students with digital feedback and support as they complete work on any of these platforms.
- **Calendar:** digital calendar. Please note students should check their Google calendar at the start of each lesson.
- **Meet:** a platform which may be used by staff for video conferencing. Students should check their *Google Calendar* at the start of each lesson to see if an invitation to a *Meet* has been requested by their teacher. Staff may use this platform to take attendance, check in with their class and/or review the plan for the lesson.
- **Sites:** website creation tool.
- **Forms:** a survey administration tool.

A number of videos have been developed to assist and guide students in how to use Google Calendar and Google Meets for video conferencing. These can be found on our school website under the 'Learning & Teaching' tab - within 'Online Learning Resources and Information'. Another document that guides parents and guardians in how to use the Google Classroom is also available.

Wellbeing Support:

The wellbeing of our students, teachers and families is a priority at all times. With the challenges of an online learning environment it is important our school community reach out when they need support.

We encourage the students to check their wellbeing by completing the daily reflection activity within the school diary as a way of monitoring and seeking support as required. Our staff are committed to supporting our students and families at this time and therefore we encourage you to reach out to our staff at school and also have an understanding that there are further supports with our local community and beyond.

We appreciate the effort everyone is going to at this time and please ensure we focus on supporting one another as we continue the learning journey for our students.

Other External Support Services that are Available:



Phone: 1800 551 800 [Click Link](#)



<https://headspace.org.au/>

Information and advice for young people, their parents and carers, and professionals working with young people.

eheadspace Phone: 1800 650 890:

Online and telephone support service that helps young people who don't feel ready to attend a centre or who prefer to talk about their problems via online chat, email or on the phone.



Phone: 13 1114



Black Dog
Institute

Bite Back

An ever-changing space where young people can discover ways to amplify the good stuff in life, share real and personal stories with others, check out videos, blogs and interviews of interesting people, check and track their mental fitness, and get their teeth stuck in to a bunch of activities.



Phone: 1300 2246 36

<https://www.youthbeyondblue.com/>

We again appreciate your ongoing support and understanding at this time. If you have any questions or concerns about the information mentioned above, please contact Adam Potter, Campus Principal at the Pasco Campus.