



2021 Bayview Campus YEAR 7 to 9 Student, Parent and Guardian Guide for an Online Learning Environment

General:

As outlined this afternoon, schools will return to remote learning starting from 11:59pm Thursday 27 May until 11:59pm Thursday 3 June. Friday 28 May will be a student free day, with no scheduled online classes. During this period Williamstown High School will enable continuity of learning from home. Attendance is required to be recorded daily for all students.

Online learning at Williamstown High School (WHS) aims to provide authentic learning where students and teachers are connected, collaborating and engaged through online learning tools. 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.

Curriculum

The school will continue to deliver the Victorian Curriculum through the Google Suite, which is our primary online learning platform. We ask parents, guardians and students for some consideration in understanding that, some subjects will lend themselves more readily to online learning. It is clear that others with a high practical component will be harder to deliver as they currently are. Teachers of practical based subjects will adapt accordingly.

Setting up a Home Learning Environment

We recognise that every home is different. Where possible, it's important to provide a quiet and comfortable learning space. Your child may have a regular place for doing homework under normal circumstances, but this space may not be suitable for an extended period of time. Remember, students may be used to doing homework in seclusion, but they are used to doing school in the public setting of the classroom. It is useful to make this distinction and arrangements at the home to support it, where practicable.

Where possible, extended learning should take place in a space your family shares. For example, a lounge room or dining room. These spaces are preferable over a bedroom, where:

- It can be isolating for your child
- Supervision can be more challenging.
- It should be a place:
 - That can be quiet at times
 - That has a strong internet signal, if possible
 - Where you or another adult can monitor and check in on your children's learning.

We strongly recommend that students use headphones and or ear pieces with inbuilt microphone capability. This will minimise the noise disruptions for students, the online environment and others in shared spaces in homes.

Establishing Routines and Expectations at Home with Your Child:

- Start and end each day with a check-in.
- Encourage regular exercise breaks (during recess, lunch and afterschool times)
- Encourage healthy eating habits and drinking enough water.
- Keep normal bedtime routines.

It's important that you set these kinds of expectations as soon as learning from home begins, rather than several days later.

Attendance:

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

for the lesson. Students will use their individual subject links and codes set up by their individual teachers and communicated via a student's Google Calendar.

If a student is unable to attend a class, parents/guardians will need to contact the Attendance Officer via phone 9393 9097 or send an email to: attendanceb@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.

Reset, Lost or Forgotten Passwords:

At the beginning of each year, all students have their passwords to the WHS internet, Compass and Google access reset. Please contact the school if you have forgotten or lost this password and one of our ES staff who support you to reset your password and gain access to the system.

Teaching and Learning:

Classroom teachers will be available online to support student learning during their timetabled classes. This may involve, but is not limited to:

- Self-directed learning activities
- Video conferencing with the whole class, small groups or individuals
- Content delivery via PowerPoint, audio, video and/or any other learning tools/applications

Students must ensure that:

- They are enrolled in/have access to their class' online learning platform i.e. Google Classroom. Classroom teachers will contact home via email or phone call if a student is not enrolled in/does not have access to their learning resources.
- They actively engage with the required course materials (E.g.: PowerPoints, instructional notes, videos, audio recordings, or coursework tasks etc. that are uploaded to Google Classroom for each of their subjects.

Classroom teachers will aim to provide students with a *reasonable* amount of work to complete during the scheduled lesson, taking into consideration the difficulties that come with completing school work at home alongside the possibility of others isolating in the household.

Modified Lesson Structure during Remote Learning:

We are dedicating this 10 minutes at the end of every period for **wellbeing support** for students and therefore have adjusted the lesson time accordingly. For example; period one would normally conclude at 9:48am, during remote learning it will finish at 9:38am to enable students to have a "brain break". When students have a double period, students will take a brain break at the end of each period. The start time for each period has not been adjusted.

We encourage students to ensure this is device free time.

Student Wellbeing (10 minutes)

At the end of each period, we encourage students to use 10 minutes to complete one/some of the activities below:

- Move away from working space
- Take a 5 minute walk
- Stretch
- Drink a glass of water
- Interact with other family members
- Go to the bathroom
- Read a short section of a book

Homegroup Classes:

Homegroup teachers will make contact with students at least once per day to check in via Google Meet. This will take place during the scheduled homegroup session each morning

Remote Learning Days	Homegroup Start Time
Monday 31 May	8:48am – 9:00am
Tuesday 1 June	8:48am – 9:00am
Wednesday 2 June	8:48am – 9:00am
Thursday 3 June	8:48am – 9:00am

Homegroup teachers will use this check-in to take attendance, 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 **Willihigh Gmail address**.

Parents/Guardians: Please use the teacher's education email 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.

Accelerated Sports Program and

The Accelerated Sports Program will not be running over the four days of online learning.

Instrumental Music Program

The instrumental Music Program will be running over the four days of online learning. Your teachers will send you google invitations.

Victorian High Ability Program (VHAP)

Selected student involved in the VHAP will continue to participate in this schedule program during this period. Any questions or concerns, please contact Liz Lorenc.

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, parents and guardians in how to use Google Classroom, Google Calendar and Google Meets for video conferencing. These can be found on our school website under the tab [Online Learning Resources and Information](#)

Student Engagement and Wellbeing

The Student Engagement and Wellbeing Team, alongside homegroup teachers will continue to be active and available in supporting students in any way we can during this period. All Student Engagement and Wellbeing staff members will be available on email and will also be available for phone consultations (during school hours) when they are not teaching. Simply email a request for a call to the relevant staff member.

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 acknowledge 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.

Communication

Communication with students and families will be done with Compass and email. Therefore, it is very important that parents are able to log on and use Compass, as well as have a functioning email account. We ask for your consideration with response times to emails. The structure of remote learning presents a range of complications, and it is possible that the volume of email traffic may cause longer response times than we would usually prefer.

If you have concerns while your child is learning online, we ask that you email your child's homegroup or classroom teacher. With complex circumstances, we welcome and encourage you to contact the Student Management Leader. They are:

Year 7	Year 8	Year 9
Isabella O'Malley Stewart Wilson	Karen Mahoney Mathew Grossman	Berna Gonen Warren Patterson

With serious issues, please do not hesitate to contact:

Liam Keating: the Student Engagement and Wellbeing Leader who supports and oversees the team.

Ann Hyland: Student Welfare Coordinator

Darren Nicholas: Assistant Campus Principal

Tamy Stublely: Campus Principal

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 appreciate your ongoing support and understanding at this time. If you have any questions or concerns about the information mentioned above, please contact Tamy Stubley, Campus Principal at the Bayview Campus.