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Wednesday 8th April 2020

Dear Parents/Guardians and Students,

We are now writing to provide you with the final arrangements relating to the continuity of learning for our school during all of Term 2. As you have most likely heard in the media this week, all schools are formally moving to remote learning and all children who **can** learn at home **must** learn from home – with exceptions only in extremely limited circumstances. We await further information from the department about this and will let you know as soon as this comes through to us.

The first day of Term two remote learning classes for students will begin on Wednesday 15<sup>th</sup> April.

### Communication

During this period of remote learning we will continue to update you as we receive any further information from the Department of Education. This will be both on Compass and via email. As parents, please ensure that you have access to Compass (and that you remember your password!) so that you can check updates as they come to hand.

Our remote learning plan explaining the Mordialloc College procedures and protocols for moving to remote learning follows. Your support by reading the enclosed information and ensuring your child understands our expectations is greatly appreciated.

As further COVID-19 updates and details become available to us, we will be certain to circulate these and keep everyone connected with our school informed.

Thank you for your support and please stay safe,

Michelle Roberts  
Principal

Andrew Moffat  
Assistant Principal

Marina Walsh  
Assistant Principal

Tracey Bastin  
Assistant Principal

Diane Douglas  
Director of Student  
Wellbeing



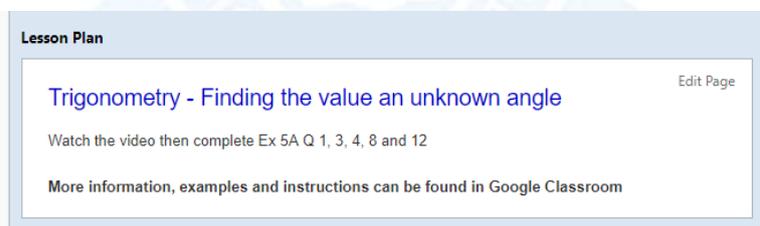
## Remote Learning Plan

The information in this guide will help students to maximise their academic success and ensure continuity of learning in this new remote form. Mordialloc College staff have worked hard during this time to prepare alternative learning arrangements to continue to deliver the best possible programs to all students.

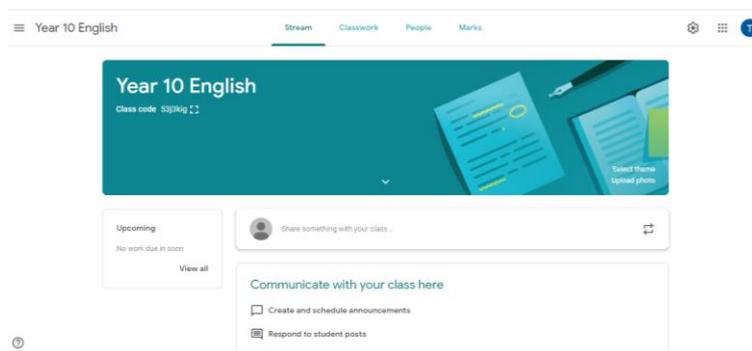
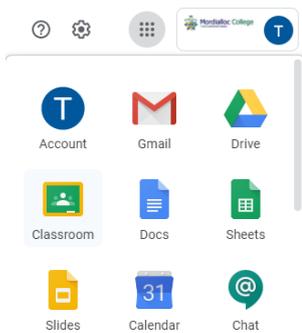
## Expectations of Students

### General Expectations

1. Students will be following their daily timetable of subjects and complete work placed on Google Classroom. Teachers are available online for the duration of the lesson as per Compass timetables.
2. Students are to continue using their planners and follow their timetables, noting key due dates and ensuring they submit work on time. By the end of each week, students should have covered all of the scheduled activities and touched base with their teachers.
3. Class instructions and resources will be available to students on Google Classroom at the beginning of your timetabled class as per Compass timetable. A brief overview of the lesson can also be found on your Compass schedule.



4. At the beginning of the each scheduled class, students need to log into their google classroom and find the roll call question so that they can respond and demonstrate that they are present in the 'classroom' and are aware of the resources and requirements of that lesson. This attendance data then needs to be entered onto Compass by the end of the lesson.



- Students will check their school emails daily and their Google Classroom at the start of each lesson for updates on instructions for their lessons from their teachers.
- Students will be required to submit or upload evidence of the work they have completed from their classes as requested by the classroom teacher for each subject. If a student has not completed work, as a first step, an email will be sent home to parents and to the student. If work completion continues to be an issue, the student will be referred to the Year Level Coordinator, who will then contact home.
- Email your teacher if you have not been able to access the work or if you have any form of difficulty and require additional support. Teachers will provide feedback in a timely manner.

### A sample day:



8:55am – 10:12am

Read the Compass lesson overview for Japanese. Then log into MBA's Google classroom for Japanese to answer roll call question, participate in lesson, ask any questions and attempt all work.

10:12 am – 10:35 am

**Recess! Take a break, eat something healthy, move away from the screen**



10:35 am – 11:50 am

Read the Compass lesson overview for Maths. Then log into DBE's Google classroom for Maths to answer roll call question, participate in lesson, ask any questions and attempt all work.

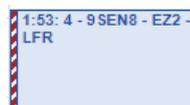


11:55 am – 1:09 pm

Read the Compass lesson overview for Science. Then log into RWI's Google classroom for Science to answer roll call question, participate in lesson, ask any questions and attempt all work.

1:09 pm – 1:53 pm

**Lunch! Eat a healthy lunch, stretch, move around**



1:53 pm – 3:10pm

Read the Compass lesson overview for English. Then log into LFR's Google classroom for English to answer roll call question, participate in lesson, ask any questions and attempt all work.

It is your responsibility to be organised and to be ready to learn on time and have the correct resources to support your learning and get the most out of the lesson.

### During a Timetabled Lesson - Expectations of Student Behaviour

- Students will need to adhere to their Code of Cooperation and follow the expectations of their class. This is to be explained with students in your first lesson.
- Students will follow our school values of Personal Best, Integrity, Respect and Responsibility when working online.
- All students are expected to practice responsible online behaviour at all times. If you are in an online chat or video conference you are responsible for anything said, posted or contributed during the lesson.
- Report any issues of online bullying during the lesson or inappropriate conduct by other students to the classroom teacher or Year Level Coordinator.
- To support a positive learning environment students should ensure that there is minimal background noise i.e. TV and music are switched off.

6. If students are video conferencing they must:

- Be appropriately dressed
- Be in a suitable location (i.e. ideally not a bedroom but if this is the only option then please ensure the room is set up appropriately/laptop is positioned appropriately)
- Have microphone muted unless asking a specific question
- Contribute positively to the class
- Not engage in any behaviour that would distract others from their learning
- Have all of the resources at hand for the class
- Use appropriate language
- Use a headset or microphone (if possible) for clearer audio
- Ensure there should be no recording of other people from online learning (video or audio)
- Keep conversations focused on the task at hand and avoid side discussions that may distract other students
- All aspects of acceptable use of E-Safety agreement continue during remote learning

### **Behaviour Management Process – if students are not following expectations**

1. Teachers will be following our three-warning process. On third warning the student will be removed from the chat or video conferencing and will result in follow up by the classroom teacher or the Year Level Coordinator. The incident will be documented.
2. A restorative conversation may need to be held with the teacher or further consequences discussed. The student will still be expected to complete all set work on Google Classroom.
3. Contact will be made to parents / carers if required.
4. Year Level Coordinators will monitor classes and act upon any ongoing disruptive behaviour.

## **Assessment and Reporting**

### **Benchmark Tasks and Assessment**

#### **7-10 Assessment**

- All assessment tasks will continue and be adapted for remote learning
- Students must adhere to all conditions for assessment that are set by the classroom teacher

### **VCAL and VCE Assessment**

- Please refer to additional letter addressing VCAL and VCE assessment

### **Progress Checks**

Progress Checks will occur in Term Two as per our Reporting Schedule for this year and will be available via Compass at the end of week five.

The Learning Behaviours Rubric for Progress Checks will be updated to reflect our adapted learning environment.

## Parents and Carers

- The transition to remote learning will present challenges for parents and carers. Parents and carers will need to ensure structure and routine are brought into the home learning environment to best support students.
- Each day, speak to your child about what their learning will look like for the day, what school work they need to complete by the end of the day and the importance of completing work that is assigned to them by due dates.
- A brief description of each lesson can be found on Compass for parents and carers to see what work is required from students. More detailed descriptions of lessons and resources are in the Google classroom for each subject.
- Help your child develop a dedicated space for learning to occur, with enough room to complete their work, limited from distractions, access to the internet and plenty of natural light.
- If parents experience any problems or have any concerns, they should encourage their child to “chat” (e.g. through Google Classroom, Meet etc.) with the teacher during the lesson or contact the teacher via email for assistance.
- Ensure that your child is taking adequate breaks at recess and lunchtime and have a holistic approach to their education, having time away from their devices, time to exercise, maintain good sleep habits and healthy eating.
- Check school emails regularly for communications from the teacher s and/or administration staff.
- All contact from parents / carers to teachers should occur via Compass / email. Staff will respond to emails with a reasonable timeframe. Any other concerns can directed to the relevant Year Level Coordinator or wellbeing team member.
- If your child is unable to participate for the day or part of the day due to illness please email [mordialloc.co@education.vic.gov.au](mailto:mordialloc.co@education.vic.gov.au)

## Wellbeing

Tips for good emotional and mental health during this time:

- Maintain routine – students should keep to a normal sleep cycle, study during school hours and minimise distractions.
- Ask for help – if students are worried about falling behind or don’t understand something, they should be proactive and ask their teachers (or other trusted adults) for help.
- Take a break from the news – everyone should try to limit their media intake to a couple of times a day and use trusted news sources. If you catch yourself turning to social media because you’re feeling isolated, take a break and spend time on another activity.
- Stay active - there’s heaps of work outs and different types of exercise students can do from home, thanks to YouTube and apps.
- Keep connected – as in-person meet-ups are off the table, students should try to stay in touch with their friends via text, Messenger, WhatsApp, FaceTime, or phone calls.
- Engage in activities that promote a sense of calm and feeling grounded (use of alcohol and other drugs can be counterproductive with this). Listening to music, meditation, breathing exercises and yoga can be good for reducing anxiety.

- Eat well – Following a healthy eating and exercise pattern can aid in increased concentration, improved sleep quality, better stress management and wellbeing.

Student wellbeing support will continue to be a priority and available via the Wellbeing Team to students. Referrals can be received from students themselves or via parents/carers and staff if wellbeing concerns have been raised during the process of Remote Learning. We appreciate that these unique times could bring different wellbeing needs to our school community and as a Wellbeing Team we are ready to support you at this time.

Parents/Carers and students will still be able to access the Wellbeing Team who will be offering support via email, phone and video check-in through an agreed platform.

### **The Wellbeing Team staff and their hours will remain the same:**

Di Douglas	Director Student Wellbeing	(Monday-Friday)
Annette Matov	Mental Health Practitioner	(Monday-Friday)
Katie Haywood	Youth Worker	(Monday and Thursday)
Linda Walsh	Chaplain	(Tuesday and Thursday)
Carly Schreiber	Adolescent Health Nurse	(Tuesday and Thursday)

### **How do I arrange a referral to the Wellbeing Team??**

You can contact the Wellbeing Team via the Wellbeing Team email [wellbeing@mc.vic.edu.au](mailto:wellbeing@mc.vic.edu.au).

A Wellbeing Team member will be allocated to you and contact you via email or phone initially to discuss your concerns and to organise an action plan with you to address concerns raised. This may include organising a time to book a check-in session for your child and a member of the Wellbeing Team. You can request a particular staff member if you have a specific need.

### **When are the check-in sessions available?**

Phone / video check-in sessions will be available during regular school hours (9:00am – 3:10pm) on allocated school days Monday - Friday during the school term.

### **How long will these sessions go for?**

Like face-to-face check-in sessions, phone / video sessions will vary in length but will not exceed 40 minutes at a time.

### **Are these sessions private?**

Yes. All of these check-in sessions are confidential and private. All sessions will be only be between the student and the wellbeing team member.

### **Child Safe Standards**

All child safety responding and reporting obligations, including mandatory reporting, continue in the remote learning environment. More information about our commitment to Child Safety and Wellbeing

can be found on the College website: <http://www.mcsc.vic.edu.au/current-parents/our-commitment-to-child-safety-and-wellbeing/>

### Great Mental Health Resources:

Headspace, the National Youth Mental Health Foundation, Beyond Blue and Kids Help Line have some fantastic resources on mental health in general and how to cope with stress related to Covid-19.

- Headspace  
<https://headspace.org.au/young-people/how-to-cope-with-stress-related-to-covid-19/>
- Beyond Blue  
<https://coronavirus.beyondblue.org.au/>
- Kids Help Line  
<https://kidshelpline.com.au/coronavirus>

In addition, the following wellbeing supports and resources may be useful for you and your family during the school closure period:

<b>Service</b>		
1800RESPECT	1800RESPECT is a confidential counselling and support service for people impacted by sexual assault, domestic or family violence and abuse.	1800 737 732 24 hrs <a href="http://www.1800respect.org.au">www.1800respect.org.au</a>
Beyond Blue	Beyond blue provides information and support to help everyone in Australia achieve their best possible mental health. Includes support via web chat and telephone.	1300 22 4636 <a href="http://www.Beyondblue.org.au">www.Beyondblue.org.au</a>
Early In Life Mental Health Service (ELMHS) Monash Psychiatric Triage	ELMHS is a specialist mental health service for children, families and young people 0-18 who live in the Southern Metropolitan area.	1300 369 012 (24hrs 7 days) <a href="http://www.monashchildrenshospital.org/mental-health">www.monashchildrenshospital.org/mental-health</a>
eSafety Commission	The eSafety Commission helps to safeguard Australians at risk from online harms and promote, safe, positive online experiences.	<a href="http://www.esafety.gov.au">www.esafety.gov.au</a>
Headspace	Headspace is a free service for young people 12-25 to access qualified mental health and wellbeing professionals.  Also, free web chat and phone call counselling via website	<a href="http://www.headspace.org.au">www.headspace.org.au</a>  Bentleigh Headspace 9076 9400  Frankston Headspace  97696419
Kids Helpline	Kids Helpline is a free, private, confidential 24/7 phone and online counselling service for young people aged 5 - 25 years	1800 551 800 24 hrs <a href="https://kidshelpline.com.au">https://kidshelpline.com.au</a>

Kingston Youth Services	KYS offer free individual support to young people 12-25, no Mental Health Care Plan required	1300 369 436 <a href="http://kingstonyouth.org.au">http://kingstonyouth.org.au</a>
Lifeline	Crisis support and suicide Prevention Lifeline is a free, private, confidential phone and online counselling and support service for people of all ages.	13 11 14 (24 hr/7 days) <a href="https://www.lifeline.org.au">https://www.lifeline.org.au</a>
Orange Door (formerly Child First)	The Orange Door Is a free service for adults, children and young people who are experiencing or have experienced family violence and families who need extra support with the care of children.	1800 319 353 (9am - 5pm, Monday to Friday) <a href="http://orangedoor.vic.gov.au">orangedoor.vic.gov.au</a>
Taskforce	Taskforce offers professional support to those experiencing alcohol or other drug issues.	9532 0811 <a href="https://www.taskforce.org.au">https://www.taskforce.org.au</a>