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Thursday 16th July 2020

Dear Parents/Carers and Students,

We are now writing to provide you with an update of our Year 7 – 10 remote learning arrangements relating to the continuity of learning for our school during Term 3.

Based on the advice of the Victorian Chief Health Officer, schools in these areas will move to remote and flexible learning from **Monday 20th July 2020** for all students except for:

- Years 11 and 12
- students in Year 10 undertaking VCE or VCAL study

On-site supervision will be provided for students from Years 7 – 10 on days when they are not able to be supervised at home and no other arrangements can be made, including teachers in government schools who are required to return to work onsite. This will be available for children of parents who cannot work from home, any student with a disability and vulnerable children, including:

- children in out-of-home care
- children deemed by Child Protection and/or Family Services to be at risk of harm
- children identified by the school as vulnerable (including via referral from a family violence agency, homelessness or youth justice service or mental health or other health service and children with a disability)

If you believe that you meet these criteria in which remote learning is not possible, please **email the college each week** on mordialloc.co@education.vic.gov.au . For attendance next week, please notify the college **by Friday 17th July 2pm**. For student attendance in the subsequent weeks, please email the college **by the previous Thursday**. In your email, please provide the reason, the student's name and the days or part days required so that the most appropriate arrangements can be put in place at school to supervise your child completing their remote learning classes onsite at school.

Students learning onsite will be supervised by an onsite teacher, and supported by an integration aide if required, but the students will follow the teaching and learning program provided their classroom teacher. Students will not receive direct instruction at school from the onsite supervising teacher and will need to bring headphones / earbuds for their device.

Temperature Checking

Temperature checking will continue next week for students who are onsite. We will be limiting entrance to the school through the gate near the Discovery Centre and the gate in between D1 and the hub. Senior staff will be conducting the temperature checks as students arrive to school.

If a student has a temperature of 37.5 degrees Celsius or above, we will wait 15 minutes and test again. If the temperature is still high on the second test we will ask the student to report to sickbay and our office staff will contact parents or carers to arrange for students to return home. Should this occur families would be encouraged to seek testing for Coronavirus or the advice of their healthcare professional who can advise on the next steps.

If a student arrives late or during the day, they will need to report to reception to sign in and be temperature tested before going to class.

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 over the next couple of days (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. Please contact the College if you or your child have any concerns or questions during this period of remote learning. We want all of our students to be successful and will be available to assist in any way we can.

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 to all parents and student for your ongoing support. We have a fantastic school community and will rise to whatever challenges are presented to us this term as we continue to do the best we can to support each other and our students and families through this difficult and uncertain time.

Thank you for your support and please stay safe,



Ms Michelle Roberts



Mr Andrew Moffat



Mrs Marina Walsh



Ms Tracey Bastin



Mrs Joanne Greenhalgh



Remote Learning Plan

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

Expectations of Students

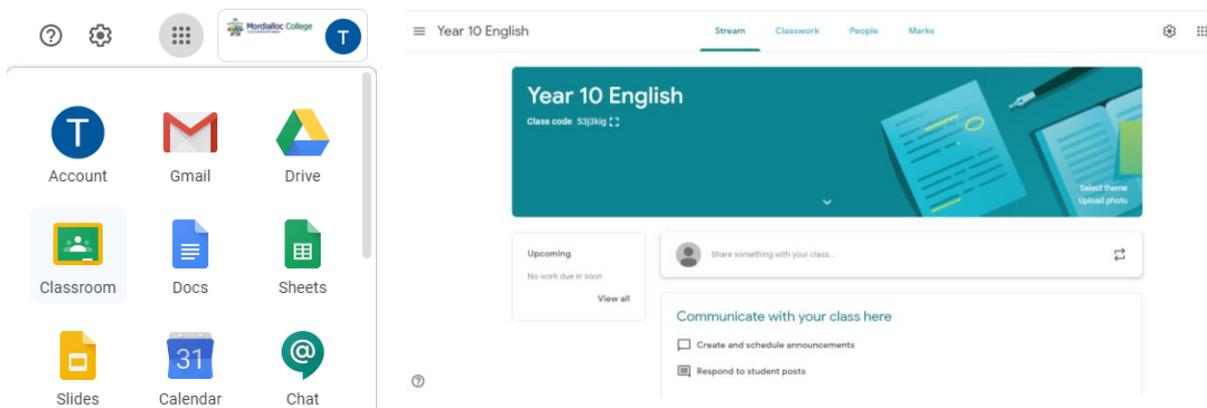
General Expectations

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. 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.

Beginning of the lesson

4. The lesson plan and resources will be available to students on Google Classroom at the beginning of your timetabled class as per Compass timetable.
5. At the start of the lesson, students must check in to enable the teacher to mark the roll on Compass. The teacher will check in with students and explain the work to be completed for the lesson. This could involve a google meet where the teacher might:
 - Answer any follow up questions from previous lesson or the current lesson
 - Outline the expectations of the work to be completed during this lesson
 - Inform students of how they can access assistance during the lesson e.g. via email, google meet etc.

Students who check in at the start of the lesson but do not participate in the lesson expectations, such as participate in the Google meet (group video meet, on chat or equivalent), submit work (such as upload photo of work completed, add work to Google doc or equivalent) will be marked as absent.



Middle of the lesson

6. Whilst students are working through the set work, the teacher will:
- Answer questions that may pop up for the students
 - Assist students that need extra support through one-to-one or small group sessions

There could be a number of tasks that the students could be doing offline during this time as well. **Not everything needs to be done online or in front of the screen.** The teacher will direct the students as to what tasks need to be done and by when.

End of the lesson

7. On some occasions, the teacher will check in again, depending on the task(s) given during the lesson. The teacher could ask questions such as:
- Do any students have any questions?
 - Is there anything they need to do between now and the next lesson?
 - Is there anything the students need to submit or upload to google classroom?

Completion of Classwork / Tasks

8. 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.
9. 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 assistance in a timely manner.

Timing of the lesson

This will vary depending on the class, the subject, the year level, the content of the lesson and the success criteria of the lesson.

A suggested guide for a typical 77-minute Years 7 – 10 lesson could be 40 – 50 minutes in duration

The lesson could be adjusted depending on the subject and/ or the lesson content. Lessons on Mondays and Wednesday will be altered to suit the layout of the day (e.g. year level assembly, mentor, early finish on Wednesdays).

Although the lesson duration will be shortened, to allow students to take a break from the screen, the classroom teacher will be available during the entire lesson time via meet, chat or email if students require assistance.

A sample day:



8:55am – 10:12am

Log into MBA's Google classroom for Japanese to answer roll call question, participate in lesson, ask any questions, attempt all work and submit work as requested.



10:12 am – 10:35 am

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

10:35 am – 11:50 am

Log into into DBE's Google classroom for Maths to answer roll call question, participate in lesson, ask any questions and attempt all work and submit work as requested.

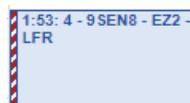


11:55 am – 1:09 pm

Log into into RWI's Google classroom for Science to answer roll call question, participate in lesson, ask any questions and attempt all work and submit work as requested.

1:09 pm – 1:53 pm

Lunch! Eat a healthy lunch, stretch, move around



1:53 pm – 3:10pm

Log into into LFR's Google classroom for English to answer roll call question, participate in lesson, ask any questions and attempt all work and submit work as requested.

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

Resources

As well as Google Classroom, online resources we currently subscribe to include:

- Mangahigh (for Years 7-9 Maths) and Essential Assessments for Years 7-10
- Stile for Science (Years 7-10), please note Year 9 and 10 will be using **Stile** for science instead of Google classroom
- Lexia for Years 7-8,
- Spellzone for Years 7-9,
- Read theory for Year 9 Literacy, Quizlet and Socrates.
- groklearning.com for digitech
- DET online website, Learning from Home, Website:
<https://www.education.vic.gov.au/school/teachers/teachingresources/Pages/coronavirus-home-learning.aspx>
and FUSE <https://fuse.education.vic.gov.au/pages/learningfromhome>

During a Timetabled Lesson - Expectations of Student Behaviour

1. 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.
2. Students will follow our school values of Personal Best, Integrity, Respect and Responsibility when working online.
3. 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.
4. Report any issues of online bullying during the lesson or inappropriate conduct by other students to the classroom teacher or Year Level Coordinator.
5. 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

- VCE and VCAL student will complete SACs and other assessments onsite as per the Senior School calendar

Progress Checks

Progress Checks will occur in Term 3 as per our Reporting Schedule for this year and will be available via Compass at the end of week five. Parents / Carers and students will receive an alert to remind you of this check.

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

Parents and Carers

- The transition back to remote learning for Term 3 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.
- 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 during the day, at recess and lunchtime and have a holistic approach to their education, by having time away from their devices, making time to exercise, maintain good sleep habits and healthy eating.
- Check school emails regularly for communications from teachers 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. As a parent/ carer, if you have concerns about your child’s learning at any time during remote learning, please contact the relevant classroom/ subject teacher to discuss how their learning can best be supported.
- 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

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. Wellbeing Team members will also be onsite for scheduled meetings Senior School students.

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

Di Douglas – Director Student Wellbeing (Monday-Friday)

Jo Emery– Mental Health Practitioner (Monday-Thursday)

Katie Haywood – Youth Worker (Monday and Thursday)

Linda Walsh – Chaplain (Tuesday and Thursday)

Carly Schreiber – Adolescent Health Nurse (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

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 normal 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:

Service	Type	Contact Information
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 www.1800respect.org.au
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 www.Beyondblue.org.au
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) www.monashchildrenshospital.org/mental-health
eSafety Commission	The eSafety Commission helps to safeguard Australians at risk from online harms and promote, safe, positive online experiences.	www.esafety.gov.au
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	www.headspace.org.au 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 https://kidshelpline.com.au
Kingston Youth Services	KYS offer free individual support to young people 12-25, no Mental Health Care Plan required	1300 369 436 http://kingstonyouth.org.au
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) https://www.lifeline.org.au
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) orangedoor.vic.gov.au
Taskforce	Taskforce offers professional support to those experiencing alcohol or other drug issues.	9532 0811 https://www.taskforce.org.au