



Tuesday 4th August 2020

Dear Parents/Guardians and Students,

We are now writing to provide you with an update of our Year 7 – 12 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, metropolitan Melbourne will move to Stage 4 restrictions. As advised via email on Sunday night, we will be moving to remote and flexible learning for all Year 7 – 12 students from **Wednesday 5th August 2020** and this is likely to apply until the end of Term 3.

We understand that this is an extraordinarily different and unusual situation for all of us and may cause considerable stress and anxiety, especially for students in their final years of school, however, we were very successful in our remote program for the students in Term 2 and to date this term for our Year 7 – 10 students. We go into the next period with great confidence we can meet the needs of our students in this remote learning space for the rest of this term

We are only permitted to have a skeleton staff onsite, thus all students who can learn from home must learn from home. The criteria for students that can attend on-site has changed as follows:

- children whose parents are permitted workers (criteria yet to be confirmed)
- vulnerable children in out of home care, children known to child protection and other agencies and children the school identifies as vulnerable
- children with a disability who also fit one of the above two categories.

If you believe you are in an exceptional situation in which remote learning is not possible, then please **email the college immediately** outlining this situation on mordialloc.co@education.vic.gov.au so that the most appropriate arrangements can be put in place at school to supervise your child completing their remote learning lessons onsite at school. Students learning onsite will be supervised by an onsite teacher 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. **Please note exceptional circumstances may vary between the Primary and Secondary school sector given the age of the child.**

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 still 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. 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.

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.

Thank you to all parents and students 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.

Thanks again and please stay safe,

Ms Michelle Roberts

Mr Andrew Moffat

Mrs Marina Walsh

Ms Tracey Bastin

Mrs Jo 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

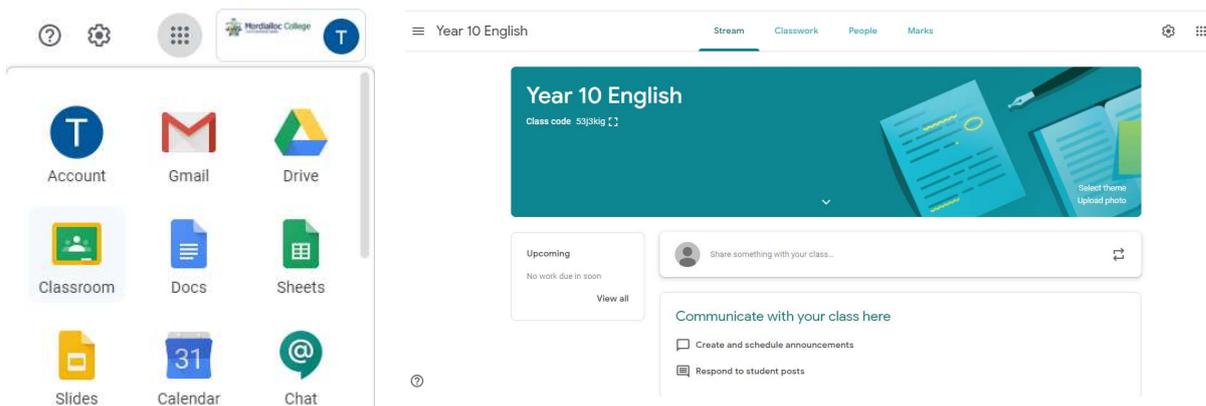
1. Students will be following their daily timetable of subjects and complete work placed on Google Classroom. Teachers are available online for the duration of the lesson as per Compass timetables.
2. Students are to continue using their planners and follow their timetables, noting key due dates and 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.

If a teacher is absent, unless there are extraordinary circumstances, the lesson outline will be left in Google classroom and Compass and the roll will still be marked.



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

A suggested guide for a typical 77-minute Years 11 – 12 lesson could be 60 – 70 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).

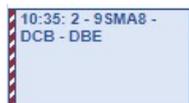
Although the lesson duration will be shortened, to allow students to take a break from the screen, the classroom teacher will be available during the entire lesson time via meet, chat or email if students require assistance.

A sample day:



8:55am – 10:12am

Log into MBA's Google classroom for Japanese; ensure you are marked present on the roll, 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; ensure you are marked present on the roll, participate in lesson, ask any questions, attempt all work and submit work as requested.

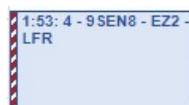


11:55 am – 1:09 pm

Log into into RWI's Google classroom for Science; ensure you are marked present on the roll, participate in lesson, ask any questions, 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; ensure you are marked present on the roll, participate in lesson, ask any questions, 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.

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 as per the Senior School calendar
- The GAT has been rescheduled from Wednesday 9 September to Wednesday 7 October
- The schedule for the VCE examinations and release of results will remain as previously advised
- Further information about consideration of disadvantage and coronavirus (COVID-19) will be provided shortly
- The Senior School team will send out updates to VCE and VCAL students as we are notified by VCAA. Please look out in the applicable Google classroom for updates re: assessment, Practice exams, practical subjects, VTAC applications and VCE Exams. The Google classroom names are as follows: Year 12 VCE Students Official Updates, Year 12 VCAL Information, Official Year 11 Updates and Year 10 VCAL Information. Please note the Official Year 11 Updates includes VCE and VCAL

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 5.

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

Parent Teacher interviews

Parent teacher interviews are scheduled for Wednesday 19th August from 9:30 am – 5:30pm for Year 7 – 12 students and parents and will be held via Google Meet. Bookings will be made via Compass, opening this Wednesday night for parents to make bookings. Further information about google meet interviews will follow.

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 be 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 (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

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