

Remote Learning Policy & Procedures

### Rationale:

Lisieux CPS is committed to providing a quality education for all children in times when they may be absent from school for an extended period of time due to:

* extended illness or need for isolation from school;
* extended school closures as ordered by government or health department.

**Aims:**

* To provide a quality education for children when they are not able to be present at school.
* To be clear and consistent with procedures for staff, children and parents in times of Remote Learning.
* To maintain connection between staff and students during time in isolation.

**Implementation:**

#### During COVID -19 Pandemic

* From the start of Term 2 2020, **all students who can learn from home must learn from home.**
* Children who are not able to be supervised at home and on days when no other arrangements can be made may be able to attend school. This includes children of parents who cannot work from home, and vulnerable children such as:
  + 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, mental health or other health service).
* Schools are encouraged to make onsite provision available, but only for students in the categories listed above for the purpose of providing continuity of teaching, learning and support. The staff to student ratio will be 1:8.
* Children who attend school for supervision will work on the same Remote Learning Program provided to those children at home.

#### At Other Times

* Classroom teachers will coordinate with the child’s parents / carers the amount of work and a learning timetable to be completed while the child is on extended sick leave or in isolation.
* The option of using video conferencing tools can be explored by teacher and parents / carers to keep the isolated child connected with the class.

#### Technology Use

During times of school shut down or when a student is in isolation from school, technology will be employed to keep the child/ren in contact with their teacher and to deliver work to be completed. See section below “Remote Learning Platforms Implemented” for more information.

* School contact with parents will be through Caremonkey and / or email.
* Teacher contact with parents will be through Seesaw for all classes Prep - Year 6.
* Years Prep - 6 will deliver their learning program via Seesaw.
* If video conferencing is employed then Zoom will be used, and there will be an accompanying parental permission associated with this use.

If children do not have access to an iPad or other devices at home, the school can loan the family a device for the duration of the lock down or isolation. Parents will be required to sign a Lisieux Loan Agreement.

#### Learning Time (During COVID-19 Shutdown)

For the purposes of remote learning, a morning check in and prayer will take place remotely via SeeSaw. Students should commence each day by taking part in this. The school will provide approximately 2 hours of learning tasks per day in the areas of Reading, Writing and Numeracy. Additionally, there will be a specialist program provided on each student’s normal scheduled Specialist Day. A matrix of further learning tasks will be also be provided. These are optional enrichment activities which students may choose to access.

### Expectations

#### Teachers (During COVID-19 Shutdown)

* Check email regularly for information from Leadership Team members.
* Meet online with teaching teams at least once per week and as a whole staff weekly.
* As a team, plan appropriate tasks, relevant to learning for Term 2 each week.
* All classes in the level must send out the same tasks and schedules.
* Adjustments must be made in planning for students with additional needs - these adjustments must be documented.
* All weekly planners and daily schedules to be saved in the REMOTE LEARNING FOLDER in the Shared Google Drive by Friday 5:00pm each week.
* Prep - Year 6 will be using Seesaw to assign work for children, and where appropriate, Zoom may also be used for real-time interaction within class groups.
* A sample timetable will be posted by class teachers as a reference for parents.
* Teachers will post a good morning video each day.
* All activities will be posted before 9:00am each morning.
* Specialist days will remain as per the timetable. Specialist teachers will plan and upload each lesson to the appropriate platform.
* Teachers will be available on Seesaw and Google Classroom between the hours of 9am and 3.15pm on each of our working days. As teachers may also be planning and designing work, a realistic response time to student work or parent messages is 24 hours.

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#### Parents

##### Recommendations for supporting your child/ren’s remote learning:

* Set aside an area that will be the space for learning to take place and ensure it is equipped with relevant materials ie. Electronic device, headphones, pencils, paper, drink bottle.
* Set up a routine for learning that suits your family routine, making provision for other activities and breaks during the designated study time.
* Assist the children with their learning for the day as best as you can. You are not expected to ‘teach’ your child or ‘home-school’ them, but to supervise the learning provided by their teachers. Remember, be kind to yourself and the children if you are not sure what is expected.
* If you have any questions related to the work provided, send your child’s teacher a message via Seesaw and they will respond to you as soon as practicable.
* Assist children to send back completed work to the teacher if requested. This may be a photo or work uploaded to Seesaw.

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##### Sending children to school for supervision

* Parents of children who are not able to be supervised at home must have previously communicated with the Principal before sending children to school. If this has occurred, children should arrive at Lisieux no earlier than 8:30 am. Parents should drop their child/children and depart. No mingling of parents out the front of the school is to take place.
* Children will be met at the front of the school and have their temperature taken by a staff member. Any child with a temperature above the normal range, or those with colds etc. will be sent home. Children with any illness are not to be sent to school during the pandemic.
* If you need to have your child/ren dropped off earlier than 8.30am then you will need to organise Before School Care with The Kelly Club.
* At 1:00pm each day, supervision of children at school will be taken over by The Kelly Club, who have partnered with Lisieux to provide care throughout this time. At the conclusion of the supervised afternoon session, children should be collected at 3:15pm. Parents must park and remain in cars until the children are brought to the front. Parents must stay at least 1.5m away from other people when collecting children.
* If you need After School Care please contact The Kelly Club.

#### Children

#### Learning Remotely at home

* Be ready for your morning video from your teacher on Seesaw at 9.00am where possible.
* Access work set by your teacher for the day in Seesaw.
* Watch any videos etc. sent by your teacher to help with the day’s work.
* Complete the work set by your teacher throughout the day.
* Submit any work requested by your teacher.
* Read the feedback your teacher gives you about your work.
* Seek help from your parents when needed if you are unsure of what to do.
* Be kind to your parents if they are unsure what to do. Remember they are not your teachers from school and they have not organised the work. They may have done things differently when they went to school.
* Make sure you get outside and do some fun things during the day.

**Learning Remotely at school**

* The same work and routines will be adopted at school as those provided for students learning remotely from home.
* Children attending school during the pandemic will not be required to wear school uniform.
* Children will need to practice good hygiene including washing hands and sanitizing before entering class spaces and eating.
* Children will be spaced on separate tables using social distancing guidelines.
* During recess and lunchtime children will not be able to use the adventure playground in line with government guidelines regarding use of playgrounds. Children will be offered passive activities and some active alternatives that will aim to uphold social distancing guidelines.
* Children will be restricted to a limited number of classrooms. These will be disinfected and cleaned thoroughly every night, as will the children’s toilets.

### Remote Learning Platforms Implemented

Lisieux CPS maintains robust ICT infrastructure which can deliver online learning for students in a time of need. Each element provides a unique service and together forms the school’s Remote Learning Platform. This includes communication with staff and families as well as children.

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| Platform | Link | Use case |
| Lisieux Gmail | [GMAIL](https://mail.google.com/) | All official communications between staff and students or parents must use the @lisieux.catholic.edu.au account provided. |
| Zoom |  | Video communication is through the use the Zoom platform. Zoom is an effective two-way video conferencing for students and staff. |
| Google Drive | [Google Drive](https://drive.google.com/) | Collaboration, planning and shared documents storage |
| Google Classroom | [Google Classroom](https://classroom.google.com/h) | Google Classroom saves teachers and students time, keeps them organized and helps them communicate with each other. |
| Seesaw | [Seesaw](https://web.seesaw.me/) | Seesaw helps educators engage all learners, transform family engagement, and save time. Seesaw creates a powerful learning loop between students, teachers, and families. |
| Caremonkey | [Caremonkey](https://groups.caremonkey.com/users/sign_in) | A platform for automating consent forms, medical forms, field trips and sending group messages. |

**Policy review**

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| **POLICY DATES** | | | |
| ***Implemented*** | April 2020 | ***Reviewed*** | April 2020 |
| ***Next Review Due*** | April 2022 | | |
| **POLICY AUTHORISATION** | | | |
| ***Principal*** | Dr Susan Ryan | ***Signature*** |  |

**Policy review**

This policy will be reviewed every two yearsto take account of any changed technology, legislation, expectations or practices.