



# Enter to Learn, Go out to Serve

## Online Teaching and Learning Guide

July 2021

### Transition to Year 4

Guidelines & Expectations	
Teachers	<p>Teachers will <b>ensure learning routines are maintained</b> by;</p> <ul style="list-style-type: none"><li>• Sending a 'Good morning' message at a regular time to assist in promoting connection with the children for their wellbeing. This will be placed on 'Seesaw' (T-3) or 'Google Classroom' (Year 4) for students to view at an appropriate time.</li><li>• Providing students with a <b>weekly online learning plan</b> that contains an overview of the lessons and activities students are expected to complete. The learning plan will be emailed to parents and placed on the Seesaw (T-3) or Google Classroom (Yr4) platform by 8.10am each Monday morning. Specialist teachers will provide a lesson once/week which will be placed on this plan. Details of lessons and activities will be provided throughout the week as appropriate.</li><li>• Capitalising on the home environment - reducing screen time and including physical activities within the tasks</li></ul> <p>Teachers will <b>use a variety of instructional methods and resources</b> including those used currently in the classroom eg Maths Online, Vooks, Storyline Online, Study Ladder, Typing.com, Inquisitive</p> <p>Teachers will <b>monitor academic progress</b> by;</p> <ul style="list-style-type: none"><li>• Providing feedback to students on the tasks completed - this may be via voice, video or written communication.</li><li>• Using online tasks to inform academic progress.</li><li>• Keeping a record of student progress and achievement.</li><li>• Notifying parents if students are not engaged and set work is not completed to a satisfactory standard.</li></ul> <li>• Teachers will schedule a <b>Zoom pastoral check in time</b> in small groups of students once per week. Students should familiarise themselves with the <b>Zoom guidelines</b> and ensure they are adhering to them.</li> <p><a href="https://drive.google.com/file/d/1t9P5rKyjCSIEMrs1zMG-cFzj7XDMSUR/view?usp=sharing">https://drive.google.com/file/d/1t9P5rKyjCSIEMrs1zMG-cFzj7XDMSUR/view?usp=sharing</a></p>

## Students

### Platforms for daily use:

- **Transition and Kindergarten** will primarily use **Seesaw** as an online platform - Parents have been sent an individual code for their child to enable appropriate access. Hard copy booklets will be provided where appropriate.
- **Years 1 – Year 3 only** Parents will be able to pick up their child's iPad, along with a blank workbook and novel (if needed) on Monday 19 July so that they can complete online activities. Students will use platforms such as:
  - Maths Online ([www.mathsonline.com.au](http://www.mathsonline.com.au))
  - Storyline online, Vooks, [typing.com](http://typing.com), [studyladder.com.au](http://studyladder.com.au), Inquisitive
  - Videos for explicit teaching of a concept
- **Year 4**  
To facilitate continued learning, **Google Classroom** will be used as a platform for teachers to teach course content, interact with their class and monitor student progress. Optional lessons will also be provided. Other apps or websites such as **Study Ladder**, **Maths Online** and **Spelling City** may also be used. Parents will be able to pick up their child's iPad, along with a blank workbook and novel (if needed) on Monday 19 July so that they can complete online activities.
- Please find a link to **Google Classroom Guidelines** here - [https://drive.google.com/file/d/1t5I\\_IEzkcGgizUEBRz0yg903ajQl8IWE/view?usp=sharing](https://drive.google.com/file/d/1t5I_IEzkcGgizUEBRz0yg903ajQl8IWE/view?usp=sharing)

### Students should:

- Be prepared to engage in their learning each day as appropriate.
- Regularly monitor Seesaw / Google Classroom to check for announcements, classwork and/or feedback from the teacher.
- Complete assigned lessons to the best of their ability.
- Do their best to meet the deadlines created by teachers for the submission of classwork.
- Communicate with their teachers if they are having difficulty with deadlines, if instructions are unclear or if they require additional support.
- Care for the iPad and follow the school's ICT policy as outlined in the diary.
- Remember that the school's expectation for conduct applies to online lessons. They should communicate thoughtfully and respectfully during any interactions and in posts.

## Parents/ Carers

### Parents/Carers are asked to support their children's online learning by;

- Establishing routines and expectations.
- Being prepared to support their child each day as is appropriate.
- Identifying a physical space for their child's study. Their workspace should be comfortable and free from distractions where possible
- Monitoring academic progress and wellbeing: Checking-in with their child each day.
- Discussing with their child; What are you learning? Is there anything you need?
- Monitoring how much time their child is spending online and completing set tasks
- Encouraging their child to complete some physical activity daily

## Frequently Asked Questions (FAQs)

### **What times will staff be available for students to contact?**

Students and Parents may make direct email contact with teachers. Teachers will engage with their email from 8.30am – 3.30pm (Monday to Friday).

You are also welcome to call the school on the usual number (02) 4647 5333 from 8.00am-4.00pm.

### **What if contact with the classroom teacher is not successful or I have an issue they cannot resolve?**

If there is an issue making contact with a particular teacher or there is a problem that cannot be resolved by the classroom teacher, email contact should be made with the Faculty Head, Head of House, Head of School or Dean of Studies.

### **Some Important Contact details**

#### ***Faculty Heads***

<b>Head of Biblical Studies</b> Mr M Hyam mhyam@macarthur.nsw.edu.au	<b>Head of English</b> Mrs B Colella bcolella@macarthur.nsw.edu.au	<b>Head of History</b> Mr P Stevens pstevens@macarthur.nsw.edu.au
<b>Head of Foreign Languages and Cultures</b> Mr A Blake ablake@macarthur.nsw.edu.au	<b>Head of Mathematics</b> Mrs L Campisi lcampisi@macarthur.nsw.edu.au	<b>Head of Music</b> Dr R Bennison rbennison@macarthur.nsw.edu.au
<b>Head of PDHPE</b> Mr W Horne whorne@macarthur.nsw.edu.au	<b>Head of Science</b> Mr P Looyen plooyen@macarthur.nsw.edu.au	<b>Head of Social Science</b> Mr N James njames@macarthur.nsw.edu.au
<b>Head of Technology and Creative Design</b> Mr Q Hordern qhordern@macarthur.nsw.edu.au	<b>Head of Innovation and Research</b> Mrs R Fitzpatrick rfitzpatrick@macarthur.nsw.edu.au	

#### ***Heads of House***

<b>Head of Barker</b> Mrs H Glover hglover@macarthur.nsw.edu.au	<b>Head of Broughton</b> Mrs A Margin amargin@macarthur.nsw.edu.au	<b>Head of Hassall</b> Mr R Hooper rhooper@macarthur.nsw.edu.au
<b>Head of Heber</b> Mr P Groves pgroves@macarthur.nsw.edu.au	<b>Head of Johnson</b> Mrs V Allen vallen@macarthur.nsw.edu.au	<b>Head of Marsh</b> Mrs C Angrisano cangrisano@macarthur.nsw.edu.au

#### ***Heads of School***

<b>Head of Junior School</b> Mrs E Stelzer estelzer@macarthur.nsw.edu.au	<b>Head of Middle School</b> Mrs C Watkins cwatkins@macarthur.nsw.edu.au	<b>Head of Senior School</b> Mrs R Joel rjoel@macarthur.nsw.edu.au
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#### ***The Deans, The Chaplain and Deputy Headmaster***

<b>Dean of Studies</b> Mrs K Elling kelling@macarthur.nsw.edu.au	<b>Dean of Students</b> Mr T Cartwright tcartwright@macarthur.nsw.edu.au
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<b>Chaplain</b> Mr M Hyam mhyam@macarthur.nsw.edu.au	<b>Deputy Headmaster</b> Mr A Kokic akokic@macarthur.nsw.edu.au
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## Frequently Asked Questions cont.

- **What if my child does not have adequate access to the internet at home?**

We are aware some students may have limited internet access during this time. Students will not be penalised if they do not have internet access at home. Please make contact with the relevant Head of School or Dean of Studies if you are in this category so that alternative arrangements can be navigated.

- **Will attendance be recorded? What if my child is unable to participate in online learning at certain times or on certain days?**

While 'attendance' will be recorded for the purposes of knowing who is on site, students studying from home will not be recorded as being 'absent' but rather 'studying off-site'. Teachers will notify parents if students are not engaged and set work is not completed to a satisfactory standard.

- **What if a teacher is unwell? How will students know ?**

All online learning will be scheduled by 8.10am each day regardless of whether the teacher is absent or not. If the teacher's leave is of an extended period (3 or more days), the Head of Junior School or Head of Middle School will alert parents (T-6) and the Deputy Headmaster or Dean of Studies will alert students (7-12).

- **What if my child needs IT assistance?**

Students and parents may contact the School's IT support via this help desk email that will be monitored regularly each day: [webhelpdesk@macarthur.nsw.edu.au](mailto:webhelpdesk@macarthur.nsw.edu.au)

- **Will my child receive Provisions as normal for in class tests/examinations conducted online?**

No. Where appropriate teachers *may* be able to provide extra time, however, the majority of provisions will be too difficult to manage in an online learning environment.

- **Who can I or my child contact for general questions or questions that need immediate answers or that require a phone conversation?**

So far as it remains possible the School's Administration Centre will be open to receive phone calls and email inquiries . Please be patient when waiting for responses in the first week as there is bound to be a greater volume of inquiries in the initial stages of implementation.

- **Are students at home expected to follow their regular timetable and "attend" the scheduled online lessons? ie ready at 8.10am for Period 1**

Yes - we will be following the usual timetable for Years 7-12. Students in Years 5-12 will be given a weekly learning plan each Monday morning at 8.00am that they are expected to follow as per their class teacher's instructions.

- **Will Co-Curricular Activities continue?**

No. Usual co-curricular programmes will not take place during the period of online learning.

- **Will Peripatetic lessons continue?**

Parents may make alternative venue arrangements for tutoring directly with the student's tutor. Students may come to campus for their lessons. However, they must sign in and out of the school in the usual way and come fully dressed in their school uniform.

- **Can I give feedback to the school on how the online learning programmes are working?**

Absolutely! We want to know how we can do this better to serve the students. Any constructive criticism will be welcomed. Email the Dean of Studies with any suggestions you have. We can't promise to embrace every idea, but we are certainly open to them.