



# Enter to Learn, Go out to Serve

## Online Teaching and Learning Guide

March 2020

### Transition to Year 4

Guidelines & Expectations	
<b>Teachers</b>	<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 10.00am 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><li>• Providing consistency between classes in the tasks that are provided.</li><li>• Providing optional lessons for students.</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> <p>Please note: Teachers will not be providing live video-conferencing opportunities via the online learning platform.</p>
<b>Students</b>	<p><b>Platforms for daily use:</b></p> <ul style="list-style-type: none"><li>• <b>Transition</b> will primarily use <b>Seesaw</b> 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. A Home Learning Journal has already been sent home for Transition students only.</li></ul>

- **Kindergarten – Year 2 only** Students will need to complete: Compulsory English and Mathematics activities each day and one or two of the KLA's as provided. 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
  - Workbooks could be used to assist students with compiling their online classwork
- **Year 3**  
Students in Year 3 will bring home their school iPad so that an appropriate device will be available to complete online activities. **If parents wish to collect their child's school iPad they are able to do so from the Heads of School office anytime within office hours.** Other apps or websites such as **Study Ladder and Maths Online** may also be used.
- **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. Students in Year 4 will bring home their school iPad so that an appropriate device will be available to complete online activities. **If parents wish to collect their child's school iPad they are able to do so from the Heads of School office anytime within office hours.**

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 schools 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

# Online Teaching and Learning Guide

March 2020

## Year 5 and 6

Guidelines & Expectations	
<b>Teachers</b>	<p>Teachers will <b>ensure learning routines are maintained</b> by;</p> <ul style="list-style-type: none"><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 Google Classroom platform by 10.00am each Monday morning. Specialist teachers will provide a lesson once/week on Google Classroom which will be placed on this plan. Details of lessons and activities will be provided throughout the week as appropriate.</li><li>• Providing daily lessons for English and Mathematics.</li><li>• Providing a weekly lesson for each of the following Key Learning Areas; Science, Geography, Indonesian, Music, PDHPE and IRC (Innovation and Research Centre).</li><li>• Optional lessons will also be provided.</li></ul> <p>Teachers will;</p> <ul style="list-style-type: none"><li>• Use a variety of instructional methods and resources including links to videos, graphic organisers, other websites, materials and texts for students to engage with independently.</li><li>• Use interactive platforms to encourage student participation such as kahoot, quizlet and online simulations.</li><li>• Have students engage in writing tasks (pen to paper) and have them upload scans or photos of their work.</li><li>• Upload recorded lessons/explanations to assist students' understanding of concepts.</li><li>• Check emails and monitor Google Classroom for student posts.</li><li>• Be available between school hours where appropriate.</li></ul> <p>Teachers will monitor academic progress by;</p> <ul style="list-style-type: none"><li>• Collecting student work in the form of written tasks and quizzes.</li><li>• Providing some feedback in the form of comments.</li><li>• Keeping a record of student progress and achievement.</li><li>• Using online tasks to inform academic progress.</li><li>• Notifying parents if students are not engaged and set work is not completed to a satisfactory standard.</li></ul> <p>Please note: Teachers will not be providing live video-conferencing opportunities.</p>
<b>Students</b>	<p>Platforms for daily use:</p> <ul style="list-style-type: none"><li>• To facilitate continued learning <b>Google Classroom</b> will be used as a platform for teachers to teach course content, interact with their class and monitor student progress.</li><li>• Other apps or websites such as <b>Study Ladder, Maths Online</b> and <b>Spelling City</b> may also be used.</li><li>• Students will bring home their school iPad so that an appropriate device will be available to complete online activities. <b>If parents wish to collect their child's school iPad they are able to do so from the Heads of School office anytime within office hours.</b></li></ul>

Students should:

- Be prepared to engage in their learning each day as appropriate (approximate guide: no more than 1-2 hours of continuous screen time in one sitting ; further learning is expected to occur outside of screen time) .
- Regularly monitor 'Google Classroom' and their email 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 schools 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 online interaction with others.

**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

# Online Teaching and Learning Guide

March 2020

Years 7 - 10

## Platforms for Daily Use

- To facilitate continued learning, various platforms will be used. This will allow for teachers to teach course content, interact with their class, monitor student progress and provide feedback where appropriate using platforms with which they and their students are familiar.
- Platforms will vary between subjects - **Google Classroom, Loom, Moodle** and **email** communication will be the major forms of classwork distribution from teacher/s. Teachers will assign work, tasks and assignments and inform students of tests and other assessments on these platforms.
- Other platforms will be used at the discretion of the classroom teacher. Platforms used will be ones students are familiar with and in most cases have used previously in class and/or at home. No one platform suits all types of content delivery.

## Learner Guidelines and Expectations

Students should:

- Utilise their school iPad to access online lessons.
- Be prepared to engage in their learning each day as appropriate.  
Approximate guide: *Years 7-8*: 2-3 hours each day    *Years 9-10*: 3-4 hours each day
- Regularly monitor Google Classroom, Moodle and their school email to check for announcements, classwork and/or feedback from teachers.
- Complete assigned lessons to the best of their ability.
- Communicate with 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.
- Use their school email to communicate with teachers.
- Be aware that teachers will notify parents if a student is not engaged and set work is not completed to a satisfactory standard.

It may be helpful for students to create a daily checklist or weekly outline to assist with organisation.

The school's expectation for conduct applies to online lessons. Students are expected to communicate thoughtfully and respectfully during any interactions and posts.

**PLEASE NOTE: For students who have been working on a practical project in their subject, these may be collected and worked on at home as required.**

## Formal Assessments

### Hand-in Assessment Tasks

- Unless otherwise informed, **all hand-in assessment tasks will remain as outlined in the Assessment Manual** and on the 'live' assessment calendar published on the School Internet.

### In Class Assessment Tasks

- Unless otherwise informed, all in-class assessment tasks including quizzes, tests and examinations will be rescheduled for an appropriate date to be determined once classes resume or otherwise.

**An outline of assessment tasks will be emailed to students from the Dean of Studies on Monday 30 March - Week 10.**

- Teachers may use online tasks to inform academic progress.

## Parent/Carers Guidelines

Parents/Carers are asked to support their child/ren's online learning by:

Establishing routines and expectations

Students should:

- Be prepared to engage in their learning
- Complete the assigned tasks as communicated by their teacher/s

Identifying the physical space for their child's study

- Their work space should be comfortable and free from distractions

Monitoring communications with their child's teachers

- Ask to see their child's Google Classroom, Emails, Moodle

Beginning each day with a check-in where appropriate. Discuss with their child:

- What are they learning? How will they manage their time? Is there anything they need?

Ending each day with a check-in. Discuss with their child:

- What challenges do they have and how might they be solved? Did they accomplish their goals for the day? What went well? What obstacles did they encounter? Do they need any additional support?
- Encouraging them to participate in daily physical activity and/or exercise
- Being mindful of their child's emotional health and supporting them if they are feeling anxious or overwhelmed
- Monitoring how much time their child is spending online - how much time is spent completing tasks set by their teachers and how much is spent engaging in social media

**Teachers** will notify parents if a student is not engaged and set work is not completed to a satisfactory standard

# Online Teaching and Learning Guide

March 2020

## Year 11 and Year 12

### Platforms for Daily Use

- To facilitate continued learning, various platforms will be used. This will allow for teachers to teach course content, interact with their class, monitor student progress and provide feedback where appropriate using platforms with which they and their students are familiar.
- Platforms will vary between subjects - **Edrolo, Google Classroom, Loom, Moodle** and **email** communication will be the major forms of classwork distribution from teacher/s. Teachers will assign work, tasks and assignments and inform students of tests and other assessments on these platforms.
- Other platforms will be used at the discretion of your classroom teacher. Platforms used will be ones the students are familiar with and in most cases have used previously in class and at home. No one platform suits all types of content delivery.

### Learner Guidelines and Expectations

Students should:

- Utilise their school iPad to access online lessons.
- Be prepared to engage in their learning each day as appropriate.  
Approximate guide: 5-6 hours each day (this may be more at certain times)
- Regularly monitor Google Classroom, Moodle and their school email to check for announcements, classwork and/or feedback from teachers.
- Complete assigned lessons to the best of their ability.
- Communicate with 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.
- Use their school email to communicate with teachers.
- Be aware that teachers will notify parents if a student is not engaged and set work is not completed to a satisfactory standard.

It may be helpful for students to create a daily checklist or weekly outline to assist with organisation.

The school's expectation for conduct applies to online lessons. Students are expected to communicate thoughtfully and respectfully during any interactions and posts.

**PLEASE NOTE: If a student has a Practical Major Work, these may be collected and worked on at home as required.**

## Formal Assessments

### Hand-in Assessment Tasks

- Unless otherwise informed, all hand in assessment tasks will remain as outlined in the Assessment Manual and on the 'live' assessment calendar published on the School Internet.

### In Class Assessment Tasks

- In class assessment tasks including quizzes, tests and examinations may change in their nature. An outline of Stage 6 in class assessment tasks and amended instructions will be emailed to students from the Dean of Studies shortly. Rest assured we have all of this in hand so that students work and ability to show what they have learnt will not be compromised.
- Teachers may use online tasks to inform academic progress

## Parent/Carer Guidelines

Parents/Carers are asked to support their child/ren's online learning by:

Establishing routines and expectations

Students should:

- Be prepared to engage in their learning
- Complete the assigned tasks as communicated by their teacher/s

Identifying the physical space for their child's study

- Their work space should be comfortable and free from distractions

Monitoring communications with their child's teachers

- Ask to see their child's Google Classroom, Emails, Moodle

Beginning each day with a check-in where appropriate. Discuss with their child:

- What are they learning? How will they manage their time? Is there anything they need?

Ending each day with a check-in. Discuss with their child:

- What challenges do they have and how might they be solved? Did they accomplish their goals for the day? What went well? What obstacles did they encounter? Do they need any additional support?
- Encouraging them to participate in daily physical activity and/or exercise
- Being mindful of their child's emotional health and supporting them if they are feeling anxious or overwhelmed
- Monitoring how much time their child is spending online - how much time is spent completing tasks set by their teachers and how much is spent engaging in social media

**Teachers** will notify parents if a student is not engaged and set work is not completed to a satisfactory standard

## 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 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> Mr I Garrett igarrett@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> Mr A Kruse akruse@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> Mrs N James njames@macarthur.nsw.edu.au
<b>Head of Technology and Creative Design</b> Mr Q Hordern qhordern@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
<b>Chaplain</b> Mr M Hyam mhyam@macarthur.nsw.edu.au	<b>Deputy Headmaster</b> Mr A Kokic akokic@macarthur.nsw.edu.au

## 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.

As all of the online learning is asynchronistic students will be able to complete their work flexibly. For example, an older sibling may need to care for a younger sibling in the mornings and will not be able to complete their assigned work until the afternoon.

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

All online learning will be asynchronistic and not scheduled to a particular time of day. 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 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**

No. All lessons will be delivered asynchronistically.

- **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.