

DAMASCUS COLLEGE

REMOTE LEARNING MANUAL

2020



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REMOTE LEARNING MANUAL

Introduction

In the event of a school closure due to COVID-19, it is our priority to provide continuity of learning for all students at Damascus College.

This manual sets out the remote learning plan to assist students and families of Damascus College, prepare for learning at home.

Preparing to Learn from Home - Parents

The transition to home learning is a significant change for your student and your family. The resources and guidelines below can help you work with Damascus College to make home learning a positive experience.

1. Keep calm and check your email

It is important to remember that everyone is still working things out regarding the changing nature of the COVID-19 outbreak. As a parent, you must take the time to check your email regularly, particularly if you receive an SMS advising of a Principal communication. Damascus will send regular updates to keep you abreast of any changes. All students will receive an email from a nominated staff leader for each year level based subject, with the required work set for each subject. A parent/guardian will receive a carbon copy of this email communication, to assist in the continuity of learning for all students. Please open PAM frequently to check for any parent/guardian specific information.

2. Establish a schedule

During a significant transition, students need consistency. Keep normal meal and sleep routines, and build an awareness of your student's timetable within PAM you can also observe, impending tasks. Put your student/s timetable up where everyone can see it. (Tip: Put all family members' schedules up together!)

3. Create a designated learning space

Organise learning materials and designate a common area for learning. Ideally, the space has a strong wireless connection, can be blocked from noise at times, and is located where family members can participate in your child's learning.

4. Ensure appropriate dress

Keep the day as normal as it can be. Students should be up and dressed ready to learn for the day as per the regular school timetable. (They do not need to wear school uniform, but pyjamas would be inappropriate)

5. Begin and end each day with a check-in

Designate time to check in with your student; this helps your young person feel more secure and supports them to process the situation. Questions to ask: What are you learning today? What materials do you need? What did you enjoy learning today? What was challenging?



6. Schedule physical activity and social interaction

Physical and social activity are essential to your young person's wellbeing. Scheduling time (recess and lunchtime) for movement, social interaction, and recreation helps your student/s have a positive experience at home. Encourage them to spend some time outside.

7. Support your student's emotional needs

In stressful times, young people need supportive and stable relationships with trusted adults. Stay close with your young person and provide age-appropriate information.

8. Monitor communications from your student's teachers and school

Make sure you know how and when you and your student will receive communications.

Please note that teacher response times to student communication will be based around a 24-hour timeframe. Staff will not be expected to respond after-hours during a school week.

Please open PAM frequently to check for any parent/guardian specific information

Communication Methods

The main form of communication will be via email (Outlook).

The curriculum will continue to be delivered via remote access, where lead teachers and subject teachers will continue to maintain regular communication with students throughout the closure period.

Group of students	Method of communication
ALL students	<p>TA will continue in the remote learning environment, at the normal time (8.55am – 9.09am) where the expectation is that students are to be online at this time to contribute to discussion and to hear other messages for the day. TA will again occur at 3.15pm at the end of each day, and roll marking will be undertaken in both TA check-ins.</p> <p>All TA's will be in contact with their TA group. The medium may vary according to each TA but may include SIMON Forums, video conference, Microsoft Teams or email. Students are expected to continue to work through the activities through their resilience diary.</p>
Year 7 - 10	<p>Subject teachers will email all their students the set required work for each subject. A parent/guardian will receive a carbon copy of this communication. Students are encouraged to contact their subject teachers for any support. Students will be required to</p>

	complete set work in the specified time as outlined in the email. Subject teachers will be in contact with students regularly to provide further direction and to ensure they are on the right track and to support their learning. The subject teacher will contact the student/s to negotiate the time to engage in online collaborations and/or conferencing, which will occur during the timetabled class time.
Year 11 – 12 – VCE & VCAL	VCE/VCAL teachers will liaise with students via email. Communication from teachers will generally occur within the timetabled class time. It is important for students to be online as per their normal timetable to engage in discussion with teachers.
Diverse learning needs	Subject teachers will modify tasks as appropriate for the individual student's needs, and these will be emailed directly to the student, a carbon copy will be sent to a parent/guardian.
Year 10-12 VET	Because VET is delivered by a range of providers outside Damascus College, we are working with those individual providers to determine what continuity of learning looks like through a period of shut down. The College will provide further advice to these students and families.

What you could expect as an example of communication from teachers to students and parents/guardians for year level based subjects:

Subject: Year Level, Subject Name, Comms Number

Dear students,

Please see attached the work program for the next two weeks.

The work program will include the learning intentions, tasks to be completed, resource links and other instructions needed to meet all requirements. Please follow all instructions and complete the necessary tasks as instructed in the work program.

I will be in touch with you to see how you are travelling, to provide further instructions and to answer any questions you might have regarding the work to be completed.

If you need any assistance, please contact me directly.

Kind Regards,

Insert Name

Expectations of each student

That each student will 'mirror' their normal day at school as closely as possible to minimise any impact on their learning, during a school closure.

On each school closure day:

1. Log in to Outlook to check your daily emails. Keep Outlook open during the day to maintain classroom discussion
2. TA Check-Ins: Will occur in the morning and afternoon on a daily basis. At 8.55am – 9.09am and 3.15pm – 3.18pm be available on email, Microsoft Teams or SIMON forums to participate as guided by your TA every morning. Continue to work through your resilience diary each morning. Take time to read the prayer on the Daily Bulletin. Roll will be marked at both TA check-ins on a daily basis.
3. Log in to SIMON to check the daily messages and to access content referred to by teachers

Check all learning areas

and Daily messages

4. Subject teachers will email directions for work programs for each class, to all students. Please refer to the Communication information outlined above, for a breakdown per year level.
5. Upload work if requested or email your teachers' frequently to assist them with content preparation.
6. Please remember to keep your device charged, or work with it plugged into power. Be careful of trip hazards.

Remote Learning Platforms at Damascus College

Damascus College maintains robust ICT infrastructure which can deliver online learning for students in a time of need. Each element provides a unique service and together form the College's Remote Learning Platforms.

Platform	Link	Use case
SIMON	<p>SIMON</p>	Central space for communication to the College Community, including PAM. Please use Internet Explorer for accessing SIMON
OUTLOOK	<p>Outlook</p>	All official communications between staff and students or parents must use the @damascus.vic.edu.au account provided. All coursework should be delivered via SIMON rather than emailed to students.
Learning Areas on SIMON	<p>Learning Area on SIMON</p>	All work programs, course material, assessment tasks and discussion should occur within SIMON with links to other digital resources (Clickview, Libguides, online resources) if applicable. SIMON forums can be utilised and for rolling TA communication.
Microsoft Teams and Microsoft Products (Office 365)	<p>Office 365</p>	Collaborative communication, Online Collaboration and Video conferencing can be conducted using Microsoft Teams. All Microsoft Products is integrated into Microsoft Teams (Word/PowerPoint/One Note). OneDrive is also available for students to store their documents on their devices in appropriate folders. Microsoft Teams App will be made available on all devices (staff and students) All Microsoft Products are accessible from Office 365.
Curriculum support portals	<p> Edrolo Libguides Oxford Digital Cambridge GO Stile </p>	Edrolo (VCE), Cambridge Go (Mathematics), Stile (Science), Oxford (English/Science/Humanities), Libguides are all available for students to access to support learning and complete tasks set by teachers.



Supervision on campus during Term 2

Damascus College has sought further information from families via a survey, as to which students will need the supervision on campus during the period of learning from home throughout Term 2. The College will put processes in place so that those students that come on campus for any period during Term 2, that they will be safe and cared for, and will be spread out as per the social distancing guidelines, throughout the campus.

During Term 2, there will be a skeleton staff on site, including members of the leadership team, supervisors of the students, and other support staff. Please note that the canteen will not be open, so if students attend school for supervision they should bring their own food to sustain them throughout each day. The Dobsons uniform shop on campus will also be closed during Term 2, and will re-open in the last month before Term 3 commences. The Crockers uniform store located on Armstrong Street are also currently closed due to COVID-19, and we await their advice on re-opening dates.

Rural and regional buses will continue to run during Term 2, so if parents plan on sending their child to school on the bus system, this is available as normal.

For those students and staff that will be attending the campus for supervision during Term 2, there will be a stringent entry and exit process, where all those on campus will need to report via Student Reception, where the relevant health questions will be asked and temperatures will be taken, if someone presents as being unwell or their temperature is high, they will be sent home. Reception will have a sign in and sign out process so that we know who is on campus for social distancing measures. Hand sanitizers and wipes will be available throughout the campus, and strict cleaning will take place at the specified locations throughout the day, where students and staff will be based on a 1:8 ratio.

Preparing to learn from home – Students

The transition to home learning is a big change for all students and families. The resources and guidelines below can help students work with our College to make home learning a positive experience.

1. **Keep calm, check your email and work to your timetable each day**

While learning from home, you the student, are responsible for your learning. You must take the time to check your email regularly, in line with your school timetable.

For Year 7-10 students, subject teachers will email all their students to set the required work for each subject. A parent/guardian will receive a carbon copy of this communication.

Students are encouraged to contact their subject teachers for any support. Students will be required to complete set work in the specified time as outlined in the email. Subject teachers will be in contact with students regularly to provide further direction and to ensure they are on the right track and to support their learning. Your subject teacher will contact you to negotiate the time to engage in online collaborations and/or conferencing, which will be during your timetabled class time.



For Year 11-12 VCE/VCAL students, the VCE/VCAL teachers will continue to liaise with students via email. Communication from teachers will generally occur as per the timetabled class. It is important for students to be online as per their normal timetable to engage in discussion with teachers.

For students with diverse learning needs, subject teachers will modify tasks and these will be emailed directly to students, carbon copy to parents.

2. Routine is important

During a big transition, all students need consistency. It is important that students keep normal structures, and this includes sticking to your school timetable. You should be up and dressed, ready to start learning by 8.55am, as per a normal day at school.

TA will continue to happen at the normal time (8.55am – 9.09am) during the time of school closure, so all students are expected to be online at this time to contribute to discussion and to hear other messages for the day. All TA's will be in contact with their TA group via different mediums, in order to engage learning eg. SIMON Forums, video conference, Microsoft Teams, emails etc. Students are expected to continue to work through their resilience diary.

3. What programs do I need to access to continue my learning

Students need internet access to successfully continue the learning program at home. It is vital that students are able to access email (Outlook) to receive communication from teachers. Some senior students may be required to join Microsoft Teams, where video conferencing is possible. All students need to access SIMON for TA and daily messages, please remember to use Internet Explorer for SIMON. All students will require access to all digital resources eg Oxford, Cambridge, Edrolo. Your subject teacher and TA will inform you of the programs required.

4. Online etiquette

Keep the day as normal as it can be. Students are encouraged to maintain normal routines, and to be up and out of bed, ready to commence learning by 8.55am. It is expected that students do not wear their pyjamas all day; instead, they should be up and dressed ready to learn for the day as per the regular school timetable.

It is important to remind students that respectful conduct needs to be adhered to in all online forums and normal communication courtesies are to be observed. In order to keep a remote learning community healthy and to make it possible for all of us to participate fully, we need to be overt in our openness, welcoming all people to contribute, and pledging in return to value them as human beings and to foster an atmosphere of kindness, cooperation and understanding.

5. Make sure you have breaks, physical activity and social interaction

Physical and social activity are essential to student well-being. Students and families need to schedule time for movement, social interaction and recreation. This all helps students have a positive experience at home.



It is recommended that all students keep to the timetable, as this will ensure you maintain structure and routine, ensure breaks are taken at recess and lunchtimes, where you move away from the computer, to be active, go outside, play a board game etc.

6. Where do I go to for help outside the classroom?

The usual Damascus College support mechanisms that are in place to support student well-being should continue to be available during a period of school closure. Students can email their TA's, Subject Teachers, House Leaders and Counsellors, should they wish to ask a question, or if they need assistance outside of the classroom. Please note that response times will be based around a 24-hour timeframe. Staff will not be expected to respond after-hours during a school week.

7. What if I don't have access to the internet at home?

If students do not have access to the internet at home, students should communicate this to their College, so that means of support can be provided.

8. What if I have a SAC scheduled during the school closure?

Students are to make contact with VCE Coordinator, Matthew Hallowell via email, to communicate their query. The College has some flexibility to delay or reschedule SACs and SATs. While it is possible to deliver some coursework online, SACs should be completed mainly in class and within a limited timeframe.

9. I am having trouble with my device; what do I do?

Students are recommended to send an email directly to the ICT helpdesk helpdesk@damascus.vic.edu.au with the issue that is presenting with their device. Please note that the Damascus ICT staff cannot solve internet issues that are confined to your home, they will, however, respond to any issues related to your College device and programs installed on it.





IT Troubleshooting

The IT Team will be providing support to students as normal throughout school closures. Any issues and device repairs can be logged by emailing helpdesk@damascus.vic.edu.au, which will be operating between the hours of 8am to 4pm. Students should expect a response within the business day; however, staff will not be expected to respond after-hours during a school week.

Please note that while the ICT staff will be able to assist with your device, they may not be able to assist in solving issues related to the setup or operation of your home network.

Should issues not be able to be resolved remotely and the device is required to be reimaged or replaced due to damage, please contact the College on 5337 2222, and we will arrange for this to occur.

The IT team are developing further information on general ICT advice, so that students and staff can get the best performance from their device while working from home, and this will be emailed to students, staff and families.

General Enquiries

In the period of school closure, the normal channels of school enquiry will continue. We would ask that email be the first avenue of enquiry info@damascus.vic.edu.au. Please recognise response times may be delayed and in some cases up to 24 hours. High needs responses can be addressed through the College switchboard number: 5337 2222.