Murtoa College

Parent & student guide to remote learning 7-12

Years 7-12 remote learning guide

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What is remote learning?

Remote learning occurs when the student and teacher are separated by time and distance and therefore cannot meet in a traditional classroom setting. Remote learning happens in a variety of ways. It is important to note that it is not just exclusively internet-based learning.

Remote learning offers each student the opportunity to continue to engage in high-quality learning whilst engaging with family and their commitments. Remote learning is not a carbon copy of the school experience, but it is accessible, engaging and provides a blend of direct instruction and independent learning. Learning will look different for each subject and as each teacher delivers for students of different ages and stages.

Remote learning can occur in real-time such as through live streaming of classrooms much like conferences. Remote learning can also occur through online channels without real-time interaction. At Murtoa College, there may be some live, online instructions or content but most learning experiences will be designed for students to work at their own pace.

Why are students learning remotely?

To increase physical distancing across the population and slow the spread of coronavirus (COVID-19), children in Victorian government schools should move to remote and flexible learning and care from Wednesday 5th August

This means that from the start of term two all students who can learn from home must learn at home.

The following operating model will apply:

All students will be learning from home, except for students in the following categories

- children on days when they are not able to be supervised at home **and no other arrangements can be made.**
- 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 or mental health or other health service and children with a disability).

> **If no other arrangements can be made for supervision please contact the Principal,
> Tony Goodwin directly PRIOR to sending your child to school.**
>
> **The learning program at school delivered on site will be the same as the learning program delivered to students undertaking remote learning**

How will remote learning be delivered?

Teachers have realistic expectations about what will be achieved in the period of remote learning. As with normal schooling, students are expected to meet teacher expectations.

Sometimes they will be required to 'attend' a live video meeting or audio call i.e. Skype, Microsoft Teams, but in general, **_they will be access learning through Google Classroom._**

Please visit our remote learning webpage for how-to guides on Google Classroom, Skype and other resources: http://www.murtoasc.vic.edu.au/remote-learning/

Through Google Classroom, teachers will provide:

- A learning objective for the lesson or unit of work
- Written instructions
- Worksheets or activities for students to complete

Teachers **_may_** also provide:

- Explicit instruction through a video tutorial or lecture
- communication to students through Xuno messaging.

Teachers will be **available during office hours, 8.45 am - 4.00 pm** to provide support, answer questions and check for understanding.

How do I access Google Classroom?

Students will need to log into Google Classroom using their account details.

Students can access their login details by:

1. Logging into https://xuno.murtoasc.vic.edu.au with a student login.

2. Once logged in, click on the **Learning** menu and then clicking on **Reports.**

3. Under **2020** click on **Remote Learning Login** and a PDF document will open that contains the students Google Classroom remote learning logins.

4. Use these details to log into https://classroom.google.com/
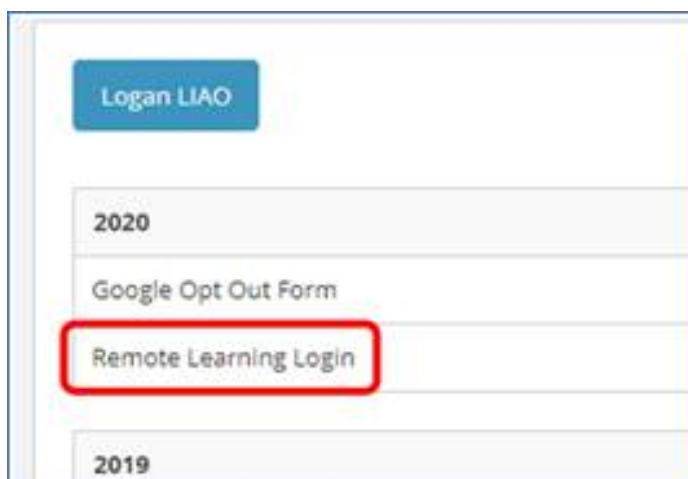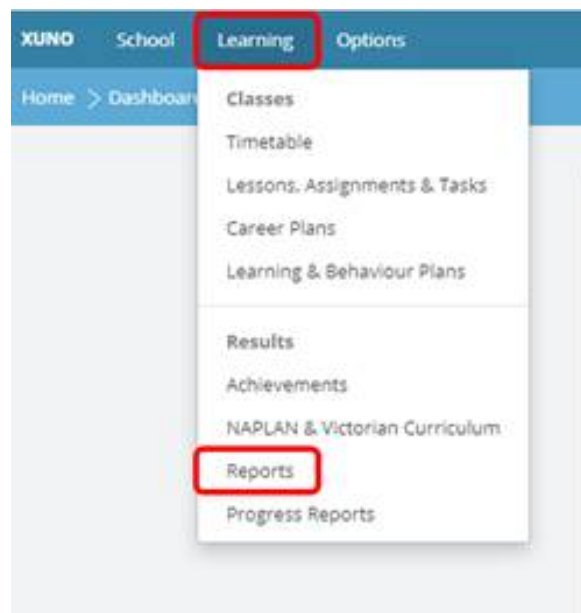
Please visit our remote learning webpage for how-to guides on Google Classroom:

http://www.murtoasc.vic.edu.au/remote-learning/

What should students be doing each day?

Routine and organisation are very important in a period of remote learning.

Teachers will expect students to contact them if they have any questions or require feedback

- **Students should log into their Google Classroom and check Xuno messages every day during every lesson.**
- Students complete work in each subject as per their daily timetable
- Students should submit work and assessment through Google Classroom – typically through the assignment function that teachers will set.

What tools and resources will students require for remote learning?

- We would encourage students to have a comfortable space to study.
- Students will require access to a computer, iPad or similar with internet access.
    - **If your child does not have access to a computer, please contact the school.** We will be able to arrange for a device to be provided.

Students will require access to the following web-based platforms
- Xuno - is our school-based Learning Management System. Xuno will enable students to check their timetable, assessment due dates, general notices and advice. Parents can utilise Xuno as usual.
- Google Classroom - is a free web service, developed by Google for schools, that aims to simplify creating, distributing, and grading assignments in a paperless way. The primary purpose of Google Classroom is to streamline the process of sharing files between teachers and students but can also be adapted to deliver explicit teaching

Textbooks will be very important during this period of distance learning. Some students may have access to e-textbooks as well.

Year 11 and 12 students have access to Edrolo. These subject-based video tutorials have excellent downloadable notes and activities for revision.

Who should parents/guardians talk to during remote learning?

Now more than ever, the teaching team at Murtoa College invites you to partner with them. We hope that together we can provide students with:

- Clear and consistent communication
- A routine that allows them to study effectively and continuously
- Support during these uncertain times

Our communication channels remain the same. For subject specific information, subject teachers can be Xuno messaged directly (responses from staff will only be during business hours). Please reach out to your child's coordinator through Xuno about general issues related to learning and wellbeing.

- Year 7 Coordinator – Ms. Erin Laffan   laffan.erin.e@edumail.vic.gov.au
- Year 8 Coordinator – Mr. Nathan Sachse   sachse.nathan.l@edumail.vic.gov.au
- Year 9 Coordinator – Ms. Caroline Teggerth   teggerth.caroline.a@edumail.vic.gov.au
- Year 10 Coordinator – Ms. Judith Rees   rees.Judith.J@edumail.vic.gov.au
- Year 11 Coordinator – Mr. Shaun Bray   bray.shaun.c@edumail.vic.gov.au
- Year 12 Coordinator – Mr. Andrew Vague   vague.andrew.j@edumail.vic.gov.au

For other matters, the Principal and Assistant Principal are available to support our students and parents in this period of remote learning. You can also contact the office for more information: Telephone – 53 852 381.

- Principal – Mr. Tony Goodwin   goodwin.tony.m@edumail.vic.gov.au
- Assistant Principal – Mr. Shannon Argall   argall.shannon.s@edumail.vic.gov.au

For technical difficulties, please contact Murtoa College's Network IT Manager

- Vincent Liao   liao.vincent.v@edumail.vic.gov.au

Expectations for VCE students

Key Expectations:

- Classes will be on Google Classroom unless told otherwise by your subject teacher. For help on how to use Google Classroom – See our guide on the school website
- Each day you will follow your normal timetable and complete the set work on those days.
- Many of your teachers to video call you during your allotted class time – be ready and on time.

Form Assemblies

- You will have form assembly with your Year Level Coordinator. This will be through Skype.
- Year 11 meeting 8.50am Tuesday with Mr. Bray
- Year 12 meeting 8.50am Friday with Mr. Vague

Before starting with remote learning

- Make sure you have a suitable space to work in – particularly if you a video conferencing.
- Try before you get started – ensure you can log in to any accounts you need – Google Classroom, Edrolo etc
- Consider using headphones to avoid distraction and ensure you can hear clearly if watching videos or video conferencing
- Remember that you are going to be in an educational environment. Be ready to learn, act accordingly – same rules at school apply in remote learning environment

When working remotely

- Make sure you are on time for your classes – there is an expectation of your attendance for all your subjects – 80% threshold for attendance stands.
- Your teacher will ask "Who is in attendance today?" Please comment with your name.
- Students should comply with our normal ICT policies and procedures.
- Understand that the rules used at school also apply in remote learning – poor or unacceptable behaviour will not be tolerated i.e. inappropriate comments when video conferencing, in chat situations, direct messaging or via emails.
- Participate to the best of your ability in the learning activities.
- If you have technical issues, follow up with your teacher via Xuno messaging.

After the remote learning

- Complete the learning activities and assigned tasks
- Communicate and return work where necessary via the method requested by your teacher

How do I get help if I'm finding this hard?

- Ask your classroom teacher for help and assistance i.e. Xuno message or call the school
- Speak to your Year Level Coordinator
- You can call the school to talk to Jan Dunlop for wellbeing
- For technical support call the school and ask to speak with Vincent Liao.

Expectations for Years 7-10 students

Key Expectations:

- All your classes will be on Google Classroom. For help on how to use Google Classroom – See our guide on the Murtoa College website (Under remote learning tab)
- Each day you will follow the modified timetable (attached at the end of this document) and complete the set work on those days.
- Some of your teachers may video call you via Skype during your allotted class time – be ready and on time. If you're not sure how to get started, visit the Murtoa College website for the how to get started - Skype

Before starting with remote learning

- Make sure you have a suitable space to work in – particularly if you a video conferencing.
- Try before you get started – ensure you can log in to any accounts you need – Google Classroom, Xuno, Skype etc
- Consider using headphones to avoid distraction and ensure you can hear clearly if watching videos or video conferencing
- Remember that you are going to be in an educational environment. Be ready to learn, act accordingly – same rules at school apply in remote learning environment

When working remotely

- Make sure you visit your Google Classrooms each day you are timetabled for that class – there is an expectation of your 'attendance' for all your subjects.
- Students should comply with our normal ICT policies and procedures.
- Understand that the rules used at school also apply in remote learning – poor or unacceptable behaviour will not be tolerated i.e. inappropriate comments when video conferencing, in chat situations, direct messaging or via emails.
- Participate to the best of your ability in the learning activities.
- If you have any questions, follow up with your teacher via Xuno messaging, ask a question through Google Classroom or call (during the scheduled class time)

After the remote learning

- Complete the learning activities and assigned tasks
- Communicate and return work where necessary via the method requested by your teacher

How do I get help if I'm finding this hard?

- Ask your classroom teacher for help and assistance i.e. Xuno message or call the school
- Speak to your Year Level Coordinator
- You can call the school to talk to Jan Dunlop for wellbeing
- For technical support call the school and ask to speak with Vincent Liao

Years 7-12 communication