



Dear Families,

'Learning at home' is St Columba's Memorial School's response to supporting students to continue their learning from home during the COVID-19 pandemic. While we envision this to be only a period of Term 1, we felt given the unchanging nature of the pandemic it best to document our approach.

The information provided in this document covers all Year Levels that will access Remote Learning as per the direction of the State Government. While there is general information it's important to note that there is no one size fits all model that supports all students. Teachers will regularly contact parents to make individual arrangements to support each individual student.

This guide will help in understanding some of the reasons why we are doing what we do, some suggestions, some requirements and some of the little things you may not have thought to ask about yet!

The learning tasks assigned to students may include a variety of learning formats from watching video recordings, digital texts, homework books, reading tasks and physical activity.

Clear and regular communication throughout this period will be vital and as always we ask you be respectful in interactions with staff. There is a communication list of staff emails included in this document.

Kind Regards,

The Staff of SCMS





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Important Notes around Time

It is extremely important to not judge continuity of learning by the stopwatch. Nor should it ever be expected that your child is in constant video contact with their teacher all day.

There is a difference between work to keep children 'busy' and continuity of learning let alone making learning interesting– which is often the core of what a teacher does in their face to face interactions with students.

Some tasks will have students reading, watching a video, interacting with their family or doing something in the back yard – it is not just endless weeks of worksheets.

Students complete work at a different rate to each other and this will be even more evident if they are now working alone at home or with a parent. Twenty maths questions may take a double 2 hour lesson at school (with all the other students around, teacher explanation time, setting up, packing up etc) but at home some students may do them in 20 minutes.

It is vital to remember it is never the intention of any remote learning program to have children 'working' at a desk all day. The day at home is vastly different to a day at school. If you sit your child down and have them do their planned school work with no breaks they may complete it very quickly – but that is not what a normal school day at school look likes – there are breaks, class chat, inattention, physical activity, toilets, distraction, laughs and so on.



Middle Primary (Year 3/4) - Procedures and Key Parent Questions

How does a parent and student know what the learning tasks are each day? A set of instructions has been pasted into Student's Home Learning Books for each day.

How does my child check in for attendance? There will be 2 scheduled 'Teams' chat each day at **9:30am and 12:00pm** that the students will be able to access to speak to their teacher and have them be marked for attendance. If they are unable to attend that chat a simple, email to the teacher will be sufficient, saying they are completing their learning for the day.

Where are tasks completed? In this version of Home Learning the majority of work will be completed in home learning books. The iPad may be used in some tasks for research, to watch age appropriate clips or to access learning apps such as Mathletics and Reading Eggs.

How to share work with your teacher? As part of this guide, there is a guide for students to login and submit work on Seesaw.

Anything else I should know? A reminder: There is no one size fits all model for each student. In a classroom we can differentiate and support students who work at different paces, who work at different abilities. We will do our best to ensure this occurs in home learning

Communication: As has been written in previous communication, we ask that throughout this time parents and families continue to be respectful in your interactions with all our staff, as we navigate a challenging educational landscape.

Teachers are available between **8:30am-4pm** in the working day to respond via email to parents.

Reponses times may vary, as teachers will be supporting students whose particular circumstances require them to be on site. If you are contacting teachers or ESO's via email outside of the hours mentioned above, please understand that the response will likely come the following day.

Your classroom teachers and emails are listed below:

aoates@scms.catholic.edu.au

mhonner@scms.catholic.edu.au



Upper Primary (Year 5/6) - Procedures and Key Parent Questions

How does a parent and student know what the learning tasks are each day? A set of instructions has been pasted into Student's Home Learning Books for each day.

How does my child check in for attendance? There will be a scheduled 'Teams' chat each day at 9:00am and 11:30am that the students will be able to access to speak to their teacher and have them be marked for attendance. If they are unable to attend that chat a simple email to the teacher will be sufficient, saying they are completing their learning for the day.

Where are tasks completed? In this version of Home Learning the majority of work will be completed in home learning books, while some tasks will be completed on the laptop.

How to share work with your teacher? As part of this guide, there is a guide for students to login and submit work on Seesaw. Alternatively students are able to email the teacher with work they have been completed for the day.

Anything else I should know? A reminder: There is no one size fits all model for each student. In a classroom we can differentiate and support students who work at different paces, who work at different abilities. We will do our best to ensure this occurs in home learning

Communication: As has been written in previous communication, we ask that throughout this time parents and families continue to be respectful in your interactions with all our staff, as we navigate a challenging educational landscape.

Teachers are available between **8am-4pm** in the working day to respond via email to parents.

Responses times may vary, as teachers will be supporting students whose particular circumstances require them to be on site. If you are contacting teachers or ESO's via email outside of the hours mentioned above, please understand that the response will likely come the following day.

Your classroom teachers and emails are listed below:

bcreeper@scms.catholic.edu.au

erowe@scms.catholic.edu.au

smarch@scms.catholic.edu.au



Student Section

Do normal school rules apply at home?

No, you won't need to wear uniform there is no rule to say you can't!! Why not?? We are aware some schools are requiring this and we can see that it would be a good way to 'switch on' each day and get into school mode.

When speaking to a teacher or emailing, you need to be polite and still use their school name i.e. Mr or Ms etc. You also need to ensure that if there is a video lesson or you are using a microphone that there are appropriate things in the background and that you are dressed appropriately. Turn your microphone to mute when the meeting begins.

Teams meetings should be held in communal areas of the house not in bedrooms.

You need to be polite and respectful of your classmates too even though they are not there with you.

If I have a question how should I ask it to a teacher?

First person you can ask is your parent or caregiver at home.

Secondly you can ask it in the Meeting on Microsoft Teams.

If you are still stuck you could email the teacher or have your parents email the teacher.

What if I don't get all the work done?

Don't stress! There will be some catch up afternoons or times where you can complete any unfinished work. We also know working from home is a unique experience so please take breaks, go outside, head to a playground or the oval and take time to yourself.

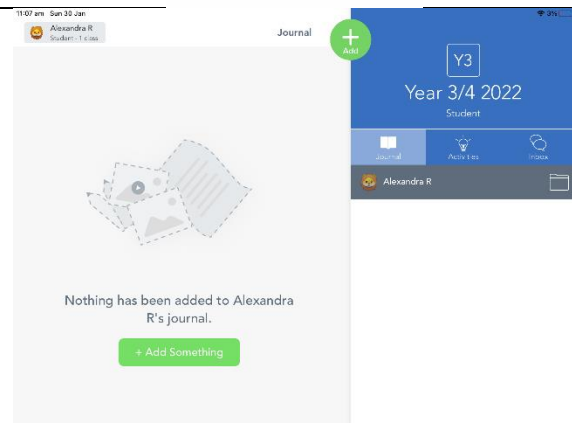


Submitting work on Seesaw – Year 3/4

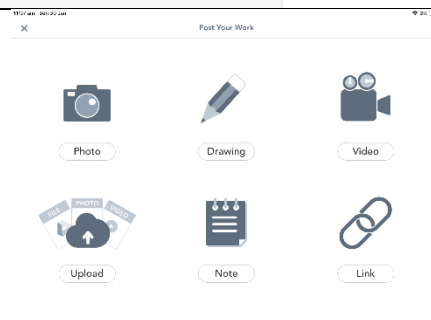
Click the Seesaw Application on your ipad



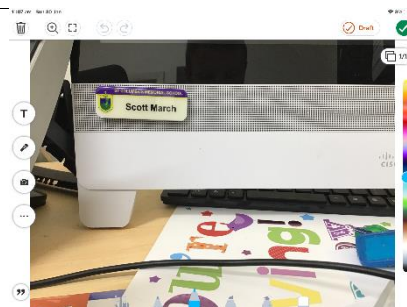
Click the Green + Add button



Click Photo



Take a photo of the work you'd like to submit.



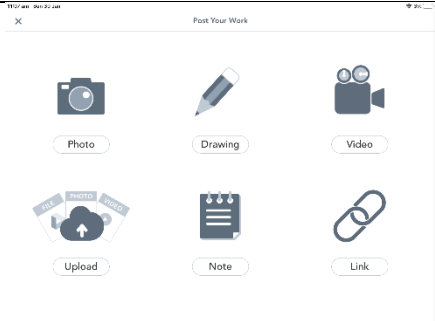
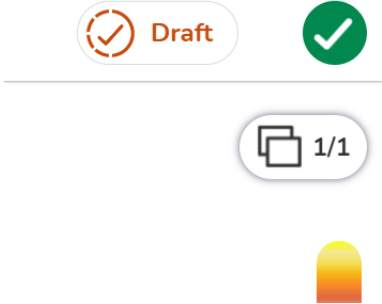


Push the Green Tick

Your work is uploaded for Teachers to View!



Submitting work on Seesaw – Year 5/6/7

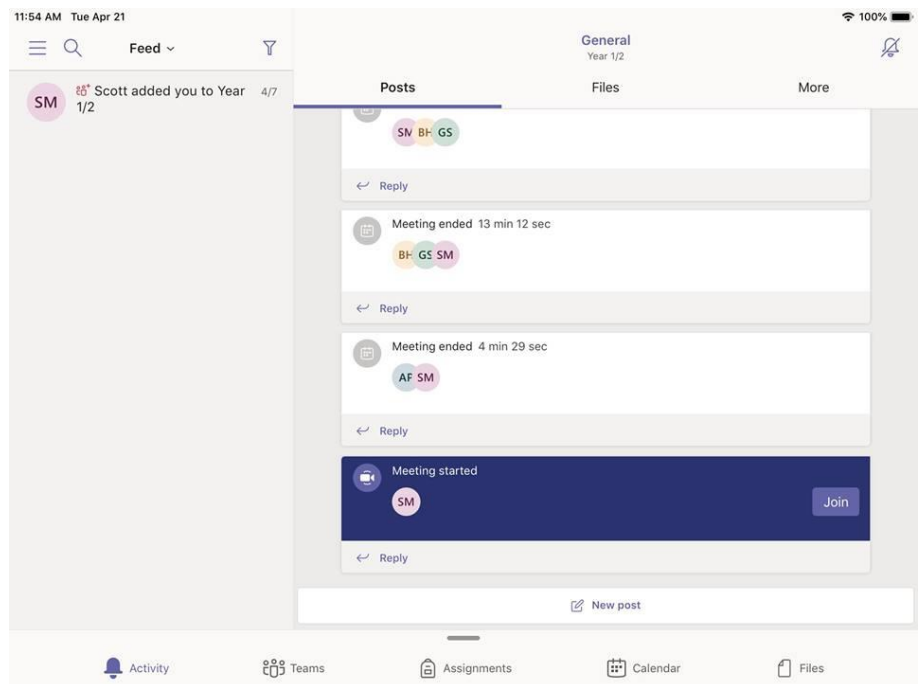
<p>On Google Chrome search for Seesaw Click Login Click I'm a student</p>	
<p>Use Home Learning Code to Login to your profile</p>	
<p>Select style of work you would like to submit</p>	
<p>Submit work to teacher by pushing Green Tick when happy</p>	
<p>Your work is uploaded for Teachers to View!</p>	



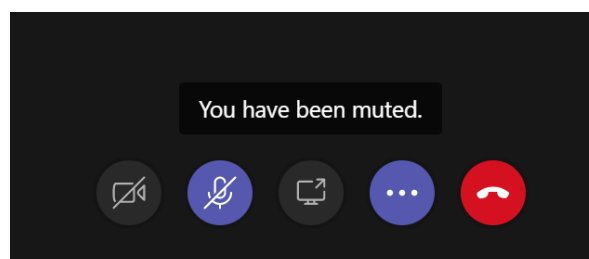
Using Microsoft Teams on the Ipad (3-4)

1. Your ipad should be logged in so when you click the Teams app. If not please contact Scott.

2. After clicking through the welcome information, you should get to a screen that looks like the picture to the right. If there is an active call you will be able to join it.



3. When entering a webchat you should be able to mute your microphone by touching lightly on your screen and clicking the mute microphone option.





Using Teams on the HP Computer (5-7)

Option A

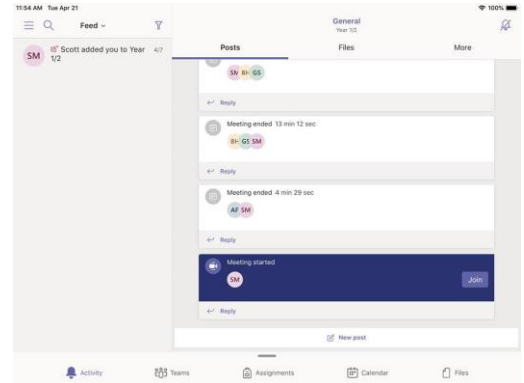
Go into your web browser and search through google 'Office 365'

Click the webpage that says 'Office 365 login'

Login to Office 365

It should open to a page of applications - Please click Teams

It should open up to a Team called 'Year 5/6/7' - When the teacher begins the call there should be an option to 'Join call'.



Remember when you enter the chat to mute your microphone, by hovering your cursor over the screen and then clicking the microphone button.

