



Cathedral College Wangaratta  
**Junior School**

# Remote Learning Program

*discover*

*belong*

*achieve*

## A MESSAGE FROM THE HEAD of JUNIOR SCHOOL

Together, we again move into Remote Learning, 2021. The community focus that was prevalent throughout previous circumstances is still relevant this year. The values of **caring, compassion and kindness** need to be front and centre in our thinking. Our children need to feel loved and to have a sense that it will all be okay, and things will return to normal in time; however, a good dose of **patience, perseverance and courage** will be required.

Although challenging, remote learning at Cathedral College is successful with a positive mindset and acceptance of the circumstances, in which we all find ourselves. There will always be more questions than answers, and Junior School staff are here to help. Please contact us for any further assistance or support.

We recognise that families will be facing very different circumstances and pressures at this time. It is important that our Junior School staff work together with families to offer quality learning opportunities without adding to the pressures already in place.

Our experience assures us displaying a measured and calm approach to remote learning works best and lessens the stress that one can feel. Children quickly and intuitively absorb stress from those around them, so **remaining calm and composed** in time of frustration is **of paramount importance**.

The most important elements required for learning are English and Mathematics.

Activities such as:

- Reading everyday (which includes younger children being read to)
- Writing a diary of activities
- Cooking
- Playing board game
- Writing and illustrating fun stories

Mathematics activities such as

- Counting forwards and backwards, writing numbers
- Playing simple mathematical games
- Enjoying puzzles and jigsaws
- Card games, arithmetic equations, creating patterns, and number games

Your teachers will provide you with many more specific examples and requests for the children to do throughout this phase of learning.

The health and wellbeing of all children and students is our priority and we are committed to supporting them to be engaged, challenged, creative, safe, and happy learning at home.

Mr Greg Newbold

Head of Junior School

discover

belong

achieve

## **FOR FAMILIES AND STUDENTS – to be shared with and explained together**

### **Set up your 'home classroom'**

This is preferably your own space, free from distraction. Here are some tips for making anywhere in your house into your own learning space. Create your space and make it YOURS!

- Have all your learning materials accessible, a calendar, pens, paper, workbooks etc.
- Have your daily and weekly timetable clearly displayed
- When you are in your study space PUT AWAY AND TURN OFF ANYTHING YOU DO NOT NEED.
- Give your brain the space it needs to work by turning off electronic devices, closing webpages, turning the TV off, and being tech-free.
- Consider efficient air flow and good lighting
- A sample timetable is provided to assist you in establishing routine in your day; however, feel free to create a timetable that best suits the needs of your family and personal circumstances.
- The expectation is that you will complete the work your teacher has set. Photographs of completed work can be attached and returned to the homeroom teacher via email.
- Physical exercise and mindfulness tasks are important as they keep you healthy. They should be completed each day.

### **Student responsibilities checklist**

- **My workspace is tidy and set up to help me learn well**
- **I have all the things I need and am ready to complete my school work**
- **I know my homeroom teacher will email me every day around 9.00am**
- **I know my parents will need to reply to that just like marking the roll**
- **I will be wearing my school sports uniform or appropriate casual dress**
- **I have planned 'free' activities to do in between my Home Classroom Activities**
-

## Be ready for the school day

- Attendance register needs to occur twice per day:
  - Morning session check-in: 9.00am** - Your Homeroom teacher will send an email each day around 9.00am. For your child to be marked 'at school', please reply to this email.
  - Afternoon session check-in: from 12.00pm** - Another email check in is required for the afternoon. This will count as the second attendance registration.
- Your homeroom teacher will be available during the day should contact be required.

## Specialist subjects

Teachers are doing their best to adapt the specialist subjects to the Remote Learning format. Work will be provided, where possible, on a weekly basis. Your homeroom teacher will provide you with those details.

**Sample Remote Learning schedule. Please adjust this timetable to suit your family needs.**

Time	Activity	Other notes and reminders
9.00 am	Receive and reply to homeroom teacher	This officially marks the roll. Have all your belongings ready for learning
9.15 am	Quiet reading	If a sentence or word doesn't make sense, try re-reading it
9.30 am	Activity Session One	Follow instructions carefully
10.15 am	Fruit break	Enjoy a snack and some movement, just like at school
10.45am	Activity Session Two	Try your hardest and keep your work neat and tidy
11.30 am	Recess	Fresh air
11.45 am	Quiet Reading	Remember to use expression and look at the punctuation
12.00 pm	Activity Session Three	If you finish early, do something like Lego, mindfulness, colouring, write a story, do something creative
12.45 pm	Lunch	Just like school – eat a healthy lunch and have a good play
1.45pm	Email check in for Attendance Activity Session Four	Please email your homeroom teacher to register student attendance in the afternoon
2.30pm	Unfinished work and free choice activity	Check your work carefully, take your time and try your best

## FOR PARENTS AND GUARDIANS

Please remember, the Homeroom teacher is still the teacher. We understand that most parents are not teachers and many of you will be juggling your own work commitments and running a household. We expect you to support us in continuing to educate your child, but we do not expect you to assume the role of classroom teachers.

### Attendance Recording

During Remote Learning, we are required to take attendance twice, in the morning and afternoon. If your child completes the learning day before 1.45pm, please send an email advising us, so we can still mark your child 'at school' twice in the day. If your child is unwell, or has an appointment, and not able to participate in the day's lessons, you will need to contact your student's year level co-ordinator or Head of school.

- Attendance register needs to occur twice per day:
  - **Morning session: 9.00am** - Your Homeroom teacher will send an email each day around. Make sure you read this and reply to them.
  - **Afternoon session: from 12.00pm** - Another email check in is required for the afternoon. This will count as the second attendance registration.
- Please use email to contact the homeroom teacher; however, after 4:30pm you should not expect a response until the next day.

### Helpful tips

Support your child to follow the Checklist and Sample Timetable as displayed above as they help to create their own Home Classroom. Your child may have a regular place for doing homework under normal circumstances, but this space may not be suitable for working in for an extended period.

The Home Classroom should be a place that can be quiet, encourage focus and be devoid of distractions. If your child is uncertain about any of the work, they may look to you for support. If there are still problems, advise the Homeroom teacher by email, so support can be provided.

### Checking in

Start and finish each day with a simple check-in with your child. The check-ins will help keep them on track.

In the morning, you could ask:

- What are you learning today?
- What did you do well?
- What resources do you require?
- What support do you need?

In the afternoon, you could ask:

- What did you learn today?
- Consider three things that went well today. Why were they good?
- Do you need to ask your teacher anything?
- Do you need any help to make tomorrow more successful?

## Establish routines and expectations

Refer to the tables attached to maintain similarity to normal school expectations, as it reinforces the Homeroom teacher is still the teacher and has normal expectations for work and effort. Therefore:

- Monitor communications from teachers
- Encourage physical activity and/or exercise
- Check in with your child/children throughout the day and remember that your child's teacher and others will be available to help

## Screen time

Screen time refers to the amount of time a user spends on a device to access on-screen activities. There are limits as to the amount of time everyone should spend online and we ask this to be monitored during the Home Classroom day. Students in school will normally access some online sites as part of their normal learning tasks, so if you are unsure as to what and how much, then just ask your Homeroom teacher for guidance.

## Homeroom Teacher contact

Our Homeroom teachers will endeavour to make frequent contact with each parent. This will be through phone, email or Microsoft Teams. It is simply a check-in to see how things are going and an opportunity for your child to speak with their teacher and reinforce expectations or explain instructions.

Most importantly, we know that every family group is unique and operates on structures and routines that best suit their work life and personal commitments. The guide above is intended to support you and adopt the basic structure of the 'School' day to meet the needs of your family. The School wishes you and your family the very best over the coming period of uncertainty and look forward to working alongside you to retain a sense of 'normalcy' in very abnormal circumstances.

## WELL BEING AND PASTORAL CARE

Besides your Homeroom teacher and the Head of Junior School, Cathedral College Wangaratta has a dedicated Wellbeing Team, including Counsellor and Chaplains. The Wellbeing team may be contacted via email.

Junior School Chaplain: [ccarden@cathedralcollege.vic.edu.au](mailto:ccarden@cathedralcollege.vic.edu.au)  
Head of Junior School: [gnewbold@cathedralcollege.vic.edu.au](mailto:gnewbold@cathedralcollege.vic.edu.au)  
School Counsellor: [jstamp@cathedralcollege.vic.edu.au](mailto:jstamp@cathedralcollege.vic.edu.au)  
School Chaplain: [djones@cathedralcollege.vic.edu.au](mailto:djones@cathedralcollege.vic.edu.au)

Homeroom Teachers: Your homeroom teacher has provided you with their email address



# GUIDELINES FOR USING ICT FOR ONLINE LEARNING AT HOME

discover

belong

achieve

Students at CCW understand digital citizenship and online safety. **Our students should maintain safe and responsible use of information and communication technologies whilst participating in their online learning environment.** This includes appropriate use of digital platforms, privacy and information protection, respectful communication and how to deal with online issues.



## Be 'ICT' ready – Year Five

- Check you can access your email via <https://mail1.cathedralcollege.vic.edu.au/owa>
- Check you can login to Google Classroom <https://classroom.google.com>
- Check you can login to ClickView Online <https://online.clickview.com.au>
- Check you can access the Student Portal <https://portal.cathedralcollege.vic.edu.au/student>
- Check you can access the ICT Knowledge Base <https://link.cathedralcollege.vic.edu.au/ictkb>
- Students must not record, alter, share or forward any video or audio footage generated by teaching staff.
- Students are reminded of their ICT Appropriate User Agreement and the accompanying CCW ICT Appropriate Use Policy
- Please remember that everything you do online in any of the learning spaces Cathedral College Wangaratta are providing you involves interaction with your teacher(s). All interactions should be of a similarly respectful manner and tone to those which take place in classrooms at school.
- **If a teacher uses Microsoft Teams to set up a video call with a small group, or your whole class, please make sure you have read and understand the following:**
  - *Wear appropriate clothing that meets the ethos of the School*
  - *Locate your device within your home or workspace so that it has a backdrop that does not include any inappropriate imagery (posters on walls etc.).*
  - *You should be sitting at a desk or table, not on your bed, bedroom floor, in front of the television etc.*

discover

belong

achieve

- Do not use Teams to chat with, video or audio call another student. There are many private social media services (Facetime etc.) for that purpose. All your interactions in Teams – via text, audio or video – are logged and monitored by your teachers.
- A link to downloading Microsoft Teams can be found at <https://link.cathedralcollege.vic.edu.au/downloadteams>

## STAYING INFORMED

Our website <https://cathedralcollege.vic.edu.au/> has a dedicated section for all materials, resources and fact sheets associated with learning off site. This is the main place for parents to access information.

## STAYIN SAFE ONLINE

When students are using ICT at school, there are filters which block access to inappropriate sites. As much as possible we suggest students should be working where you are able to monitor their online activities. The eSafety Commissioner website may be helpful: <https://www.esafety.gov.au/>

## ICT SUPPORT

The ICT Department support services will be available for students who are having technical issues with their devices at home. All our technical staff will be available during weekdays, from 8:30am until 4:00pm, and can be contacted by email [external.ict@cathedralcollege.vic.edu.au](mailto:external.ict@cathedralcollege.vic.edu.au) or phone via the school number and choosing option 9 in the auto attendant.

Please note that technical staff will not be able to assist students directly by phone, we will require a parent or guardian to make this contact.

Whilst the ICT support team will attempt to resolve any home education based technical issues, it is important to understand the added complexities of remote support, including unknown configurations of your network at home. This means that a seemingly simple problem may take longer to resolve, and we thank you in advance for your understanding and patience.