

Cathedral College Wangaratta  
**Middle and Senior School**

**Remote Learning  
Program**

*discover*

*belong*

*achieve*

## Using this program

This Remote Learning Program describes how we will ensure that learning and community connectedness continues when the College is required to implement our Remote Learning Program.

The aim of this program is for the School to continue to provide an effective and meaningful education for all our students.

Different subjects and age groups require different approaches to remote learning. Under the leadership of the Executive, and within the guidelines of the Remote Learning Program, our teachers are trusted and empowered to deploy appropriate delivery of content and learning activities relevant to the subject, content and skills being learned, as well as to the age and stage of the students and their developmental needs. Wherever possible, technologies and ways of learning will continue to be those with which teachers and students are familiar.

There may be device and internet access issues for some students, families and staff. Students or families should contact the Head of School if they would benefit from support in gaining access to remote learning content and communications.

### WELL BEING AND PASTORAL CARE

Your child's Wellbeing is of paramount importance. The College has a dedicated Wellbeing Team, including our College Counsellor and Chaplains. The Wellbeing team may be contacted via email or phone.

June Stamp	jstamp@cathedralcollege.vic.edu.au
Rev. David Jones:	djones@cathedralcollege.vic.edu.au
Cathy Carden:	ccarden@cathedralcollege.vic.edu.au

**Helpful Resources:** <https://headspace.org.au/>

## Timetable for Remote Learning

Years Six to Nine	Years Ten to Twelve
Will follow a modified timetable.	Students will follow their normal timetable.

# Overview of remote learning arrangements

SUB-SCHOOL	TEACHERS	STUDENTS	PARENTS	TECHNOLOGY
JUNIOR SCHOOL (P-5)	<p>Teachers provide take-home packs and activities.</p> <p>Home room teachers communicate daily each morning and afternoon via email.</p> <p>Assigned daily tasks for each day, that may include:</p> <p>English</p> <p>Mathematics</p> <p>Additional learning areas</p>	<p>Be ready to learn by 9.00am.</p> <p>Have appropriate books, resources and stationery at hand.</p> <p>Take breaks and drink water throughout the day.</p> <p>Complete set work on time.</p>	<p>Help children to establish a routine.</p> <p>Read daily email outlining tasks with child help with clarification.</p> <p>Reply to the email to record attendance.</p> <p>Assist children with learning activities.</p> <p>Establish a quiet space</p> <p>Encourage meaningful play and physical activity.</p> <p>Monitor screen time, nutrition, hydration and physical activity.</p> <p>Communicate with teachers during normal school hours.</p>	<p>Hard copy of workbooklets.</p> <p>Email.</p>
MIDDLE AND SENIOR SCHOOL (6-12)	<p>Daily bulletin and check in by homeroom teachers.</p> <p>Communication by classroom teachers via email, Google Classroom, Microsoft Teams at set times.</p> <p>Video content may be live or pre-recorded.</p> <p>May include textbooks and provision of hard copy resources or packs of work.</p>	<p>Treat normal school hours as the school day and follow their published timetable.</p> <p>Establish a quiet space (e.g. dining room table or desk; not bedroom).</p> <p>Be ready to learn by 9.00, this means having their laptop charged and having the appropriate books, resources and stationery at hand.</p> <p><b>Years Six-Nine</b> Check in with homeroom teachers at 1.00pm for the afternoon sessions</p> <p><b>Years Ten-Twelve</b> Check in with homeroom teachers at 1.45 pm for Period 6 and 7.</p> <p>Be proactive in communicating with teachers. Complete set work on time.</p>	<p>Help children to establish a routine using normal school day and their published timetable as a guide.</p> <p>Check in regularly and ask questions about learning, preparedness to learn and progress towards set work.</p> <p>Establish a quiet space</p> <p>Monitor screen time, nutrition, hydration and physical activity.</p> <p>Communicate with teachers during normal school hours.</p>	<p>Email, Google Classroom, Microsoft Teams</p> <p>Devices: Own or school issued laptops.</p>

# FOR STUDENTS

## Set up your home office

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 etc.
- When you are in your study space PUT AWAY AND TURN OFF ANYTHING YOU DONT NEED.
- Give your brain the space it needs to work by turning off devices, closing webpages, TV off, no Netflix, no YouTube etc.
- Consider air flow and lighting
- It is unrealistic to think that you will be at a computer from 9.00 am until 3.15 pm, which are normal school hours. Try to follow the order of your normal timetable as teachers will post via Google Classroom, Microsoft Teams or email work as if their normal class is running. Establish a set time in your day when you can complete online tasks.
- Your teacher may deliver an **interactive video conferencing** (Microsoft Teams) session with your class. They will give you warning when this will happen, and it will likely be during one of your double lessons for the week. Use your school diary to plan ahead, as you would if you were learning at school and record when this will be. Also record things like due dates for assignments.
- When a teacher has set a deadline for work to be submitted, the expectation is that you will complete this work and it will be marked, just as if you were at school.
- The physical exercise tasks set are important as they keep you healthy. A small physical activity will be set for each day.



## My responsibilities checklist

**My workspace is tidy and set up to help me succeed in learning**

**I am ready to complete a school day**

**I will regularly check my emails and google classroom/Microsoft teams**

**I will check in with my homeroom teacher every day at 9.00am and at 1.00 or 1.45pm.**

**I will be wearing appropriate casual dress**

## Be 'ICT' ready

- 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>
- Teachers in higher years may make use of Microsoft Teams to contact you or assign work. Go to this link on how to download  
<https://link.cathedralcollege.vic.edu.au/downloadteams>
- Check you can access the ICT Knowledge Base  
<https://link.cathedralcollege.vic.edu.au/ictkb>

## STAYING 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.

## Be ready for the school day

- Be ready to commence work at **9.00am**. Have your device charged and all your learning materials for the day available. Have breaks at recess and lunch time as you would if you were at school
- Your Homeroom teacher will send an email each day at **9.00 am**. Make sure you read this and respond to them. **This will record your attendance for the day. You are also required to check in for the afternoon session (6-9) at 1.00pm and 1.45pm (10-12) for Period Six and Seven.**
- Your teacher will be available to you during your timetabled lesson except for; House Group, Chapel, Private Study Sessions and year level well-being programs. There is no online learning for these sessions. You may use these times to work on other subjects or take a break from your screen. Wellbeing Programs will be delivered via our RAVE Program.
- Please use email to contact an individual subject teacher or use Microsoft Teams if advised by your subject teacher. Teachers will respond to messages outside of timetabled sessions; however, after 4:00pm you should not expect a response until the next day. After this time, teachers will be busy with marking and preparing further resources.
- If your teacher becomes unwell, another staff member from that Department will become available for you to communicate with. That staff member will make themselves known to you via email.

## Completing assessments

Assessments designed to be completed at home will still need to be submitted as per your teacher's instructions. Students will need to comply with the Assessment Policy .If you are unable to meet a deadline, you need to be proactive in contacting your classroom teacher, as you would if you were at school.

Teachers will make appropriate decisions around assessments that were originally scheduled to be done in-class. Some teachers may convert the test to a take home assessment, defer the test until you return to school or come to an arrangement for you to complete the test at home.

The decision will depend on the nature of the task, the year group involved and the subject/course.

## Practical subjects/courses

Teachers are doing their best to adapt the practical subjects/courses/qualifications to the online format. Some teachers will ask you to focus on the theory tasks and continue practical tasks when you return to school. You may be asked to complete tasks that were not originally in your course outline, but the teacher thinks will extend your understanding of the course concepts.

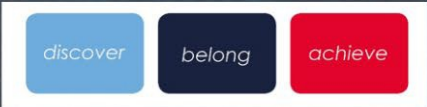
## VCE/VCAA

The Victorian Curriculum and Assessment Authority are providing regular updates to schools. We are continually monitoring the situation and correspondence from the VCAA. For up to date information please visit: <https://www.vcaa.vic.edu.au/Pages/HomePage.aspx>





# Top Tips for Remote Learning



**Create your own learning space - this is vital**



**Have all of your learning materials ready**

**Treat your day as a school day and follow the timetable as best you can**



**Try not to get distracted - don't have access to social media while learning online**



In your breaks.....

Connect with nature. Exercise. Breathe. Practice mindfulness. Do yoga. Create. Bake. Draw and Paint. Dance. Connect with your friends and family. Help with jobs.



# FOR PARENTS AND GUARDIANS

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 class-room teachers.

## Helpful tips

Try to create a quiet and comfortable learning space that is conducive to this mode of learning. 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.

A workspace for extended learning should be a public/family space, not in a bedroom, if possible. It should be a place that can be quiet at times and have a strong wireless internet signal.

## Checking in

Start and finish each day with a simple check-in. Not all students initially respond positively to a remote learning environment; some may struggle with too much independence or lack of structure and the check-ins help keep them on track.

### In the morning, you could ask:

What are you learning today?

What are your learning objectives or goals?

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 for something?

Do you need help with something to make tomorrow more successful?

## Establish routines and expectations

- 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.

**Video conferencing does not count towards screen time.** Students can very easily find themselves completely immersed in some screen time activities, such as online socialising and gaming which can negatively impact their ability to negotiate their online learning. Assist your child to manage screen time and avoid distractions from social media. It is helpful for friendship groups to arrange an agreed time to connect with others and use social media.

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;



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.

## ATTENDANCE RECORDING

It is vital that students and parents approach remote school attendance just as they would when we are operating on site. If your child is unwell, or has an appointment, and is not able to participate in the day's lessons, you will need to use the App or contact the school to record absences.

The student's homeroom teacher will mark the roll in the morning on SEQTA. Attendance requirement will operate as per normal. Students need to check in with their homeroom teacher just after 9.00am and at 1.00pm or 1.45pm to record their attendance. Please contact the school on 57 222144 or email [attendance@cathedralcollege.vic.edu.au](mailto:attendance@cathedralcollege.vic.edu.au)

## Contact emails addresses

VCE Co-ordinator	Mr Paul Carson	<a href="mailto:pcarson@cathedralcollege.vic.edu.au">pcarson@cathedralcollege.vic.edu.au</a>
Director of Studies	Mrs Julie Findlay	<a href="mailto:jfindlay@cathedralcollege.vic.edu.au">jfindlay@cathedralcollege.vic.edu.au</a>
Head of Middle School	Ms Brigid Perkins	<a href="mailto:bperkins@cathedralcollege.vic.edu.au">bperkins@cathedralcollege.vic.edu.au</a>
Head of Senior School	Ms Anne Harris	<a href="mailto:aharris@cathedralcollege.vic.edu.au">aharris@cathedralcollege.vic.edu.au</a>
Year Eleven Co-ordinator	Ms Lauren Lee	<a href="mailto:llee@cathedralcollege.vic.edu.au">llee@cathedralcollege.vic.edu.au</a>
Year Ten Co-ordinator	Mr Tim Gerrish	<a href="mailto:tgerrish@cathedralcollege.vic.edu.au">tgerrish@cathedralcollege.vic.edu.au</a>
Year Nine Co-ordinator	Mr Glenn Wyatt	<a href="mailto:gwyatt@cathedralcollege.vic.edu.au">gwyatt@cathedralcollege.vic.edu.au</a>
Year Eight Co-ordinator	Ms Michelle Lloyd	<a href="mailto:mlloyd@cathedralcollege.vic.edu.au">mlloyd@cathedralcollege.vic.edu.au</a>
Year Seven Co-ordinator	Ms Kerrylee Bonacci	<a href="mailto:kbonacci@cathedralcollege.vic.edu.au">kbonacci@cathedralcollege.vic.edu.au</a>
Year Six Co-ordinator	Mr Paul Weir	<a href="mailto:pweir@cathedralcollege.vic.edu.au">pweir@cathedralcollege.vic.edu.au</a>

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.

## 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.



# GUIDELINES FOR USING ICT FOR REMOTE LEARNING AT HOME

- Students must not record, alter, share or forward any video or audio footage generated by teaching staff.
- Students are reminded of their CCW ICT Appropriate User Policy – please refer to the student diary
- 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.

**When 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 and blur your background.
- You should be sitting at a desk or table, not on your bed, bedroom floor, in front of the television etc.
- Any interactions with other students on Teams is for educational use. Please do not use Teams to chat with, video or audio call another student for social interactions.
- All your interactions in Teams – via text, audio or video – may be monitored by our ICT department.