

23 March 2020

Dear Students, Parents / Guardians,

As you will have heard in the news, school holidays in Victoria begin tomorrow, Tuesday 24 March. No decision has yet been made about whether schools will be open in Term 2.

At Catholic Regional College, St Albans we are committed to providing for the ongoing learning of all students. Should there be a closure of schools, our teachers and other relevant staff will be using online platforms to deliver programs and support students in their learning.

The tables below provide information about our online learning platforms as well as the process to be followed for accessing learning resources and completing set work. Students will be expected to follow their daily timetable and connect to their teacher and peers through the Google Classroom.

Clear responsibilities and routines for students have been set out to ensure that there is structure to their day and that learning is not disrupted. Advice for parents has also been provided to support students with *learning from home*.

We encourage ongoing communication via email to enable us to maintain a strong connection between the family and school and support the social, emotional and intellectual development of our students.

Online learning will begin from **Wednesday 15 April, if schools are closed**. We will update families through the College website as we learn more and further decisions are made.

At this very confusing and concerning time, I wish all families well and urge you to do all that you can to remain healthy and safe. These holidays will be challenging for all of us, as we adjust to new realities and a different rhythm to our lives. We hold you all in our thoughts and prayers.

Yours sincerely


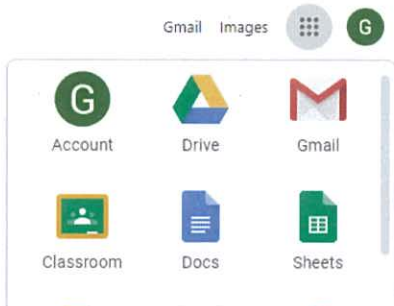



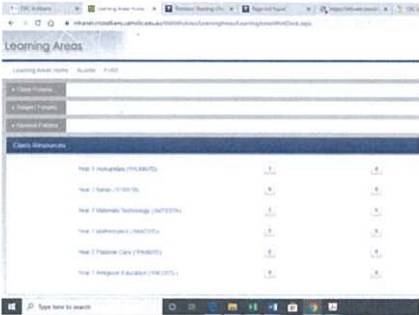
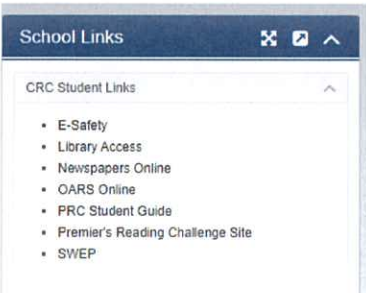
Christina Utri  
Principal

*Holy Spirit, as families adjust to everyone being home, we ask that You guide people in their new realities. Give us grace for each other. Prompt us to speak words of kindness and encouragement, help us to find creative ways to experience the beauty of all You have created and help us to continue living full lives even though they may look very different in the short term. We offer this prayer through Christ our Lord. Amen*

Have mercy on me, my God, have mercy on me, for in you I take refuge. I will take refuge in the shadow of your wings until this disaster has passed. (Psalm 57:1)

### Learning from Home using the School Intranet (SIMON) and Google Classroom

Platform	Link	Information
<p>Catholic Regional College St Albans website</p> <p>Parent Portal (PAM)</p>	 <p><a href="https://www.crcstalbens.catholic.edu.au/">https://www.crcstalbens.catholic.edu.au/</a></p>	<p>Central space for communication to the College Community and link to Parent Portal (PAM).</p> <p>PAM enables families to monitor due dates and results for major assessment tasks.</p>
<p>Email</p> <p>(Gmail account @crcstalbens.com.au)</p>		<p>All official communication between staff and students or parents must be through the @crcstalbens.com.au account provided.</p> <p>Use emails to ask questions between 8:45am – 3:10pm</p>
<p>Google Classroom</p>	 <p><a href="https://classroom.google.com/">https://classroom.google.com/</a></p>	<p>Students use Google Classroom to:</p> <ul style="list-style-type: none"> <li>- Access lessons/ resources/ class activities</li> <li>- Google docs to complete work (which can then be viewed and corrected by teachers).</li> <li>- Google slides to access lesson.</li> </ul>

<p>School Intranet (SIMON)</p>	 <p><a href="https://intranet.crcstalbans.catholic.edu.au/">https://intranet.crcstalbans.catholic.edu.au/</a></p>	<p>Students go to <i>Learning Areas</i> in SIMON to:</p> <ul style="list-style-type: none"> <li>- Access resources</li> <li>- View assessment task details and results.</li> </ul>
<p>Curriculum Support Portals</p>	 <p>Sumdog (Year 7 students only)  <a href="https://www.sumdog.com/user/sign_in">https://www.sumdog.com/user/sign_in</a></p> <p>Maths text book online  <a href="https://www.cambridge.edu.au/go/">https://www.cambridge.edu.au/go/</a></p> <p>Education Perfect  <a href="https://www.educationperfect.com">https://www.educationperfect.com</a></p> <p>Stile (Science Learning)  <a href="https://stileapp.com/login">https://stileapp.com/login</a></p>	<p>Programs for students to access support in CRC School Links are:          E-Study          Library Access          Newspapers Online          Premier's Reading Challenge Site</p> <p>Programs for students to access learning tasks set by teachers are:</p> <ul style="list-style-type: none"> <li>- Stile (Science),</li> <li>- Education Perfect</li> <li>- Sumdog (Year 7 Maths and English)</li> </ul> <p>Note: Students have their subscriptions and/or login details for these programs.</p>

<i>Roles and Responsibilities</i>	
<b>Responsibilities of Student</b>	<ul style="list-style-type: none"> <li>• You are expected to take responsibility for your own learning.</li> <li>• You are responsible for knowing your login details for relevant online learning platforms.</li> <li>• Follow your daily timetable, commencing at 8:45 with Pastoral Care.</li> <li>• Connect to the online platforms (SIMON and Google Classroom) each lesson to access resources, tasks and assignments.</li> <li>• Identify a comfortable and quiet space to study/learn.</li> <li>• Engage in all learning posted with academic honesty.</li> <li>• Submit all assignments in accordance with provided timeline and/or due dates.</li> <li>• Be aware that students can access various methods of assistance.             <ul style="list-style-type: none"> <li>▪ Technical support through Simon via email between 8:30 am and 3:30 pm (email address: <a href="mailto:skoenders@crcstalbens.com.au">skoenders@crcstalbens.com.au</a>)</li> <li>▪ Academic assistance via email contact with teachers</li> <li>▪ Wellbeing assistance via email contact with the college counsellor and/or Year Level leaders.</li> </ul> </li> <li>• Ensure your own social and emotional balance by keeping healthy habits.</li> <li>• Dedicate appropriate time to homework and study each evening/guided by your teacher/s.</li> </ul>
<b>Role of Parent / Guardian</b>	<p>Support your child/ren in their learning by:</p> <ul style="list-style-type: none"> <li>- Providing an environment conducive to learning (access to technology, quiet space in open family area).</li> <li>- Notify your child's relevant Year Level Leader via email if your child can not complete their '<i>Learning from Home</i>' studies due to illness.             <ul style="list-style-type: none"> <li>• Year 7 – Mr. Justin Mead – Email: <a href="mailto:jmead@crcstalbens.com.au">jmead@crcstalbens.com.au</a></li> <li>• Year 8 – Ms. Stella Alexopoulos – Email: <a href="mailto:salexopoulos@crcstalbens.com.au">salexopoulos@crcstalbens.com.au</a></li> <li>• Year 9 – Mr. Bradley Taylor – Email: <a href="mailto:btaylor@crcstalbens.com.au">btaylor@crcstalbens.com.au</a></li> <li>• Year 10 – Mr. Eder Ramos – Email: <a href="mailto:eramos@crcstalbens.com.au">eramos@crcstalbens.com.au</a></li> </ul> </li> <li>- Engaging in conversations on posted materials, assignments.</li> <li>- Monitoring time spent engaging in online and offline learning.</li> <li>- Monitoring assessment tasks through PAM.</li> </ul> <p>Be aware that students can access various methods of assistance including:</p> <ul style="list-style-type: none"> <li>▪ Technical support help via email: <a href="mailto:skoenders@crcstalbens.com.au">skoenders@crcstalbens.com.au</a></li> <li>▪ Academic assistance via email contact with their teachers.</li> <li>▪</li> </ul> <p>Support emotional balance by providing ample room and time for reflection, physical activity, conversation, rest and play.</p>



<i>A Typical Day of Online Learning from Home</i>	
Time	Routines and expectations for Learning from Home
8:45 am	<ul style="list-style-type: none"> <li>- Connect to College email / SIMON and Pastoral Care via Google Classroom.</li> <li>- Respond to the question posted by your Pastoral Care teacher.</li> <li>- Read the daily prayer and notices in the student bulletin.</li> <li>- Check your Gmail account and read your email messages from your teacher/s.</li> </ul>
9:00 am	<ul style="list-style-type: none"> <li>- Connect to your <b>Period 1</b> Subject's Google Classroom and SIMON.</li> <li>- Begin tasks allocated by your teacher and complete work in Google or as directed so that he/she can check your work.</li> <li>- Email your teacher any concerns / questions that you may have.</li> </ul>
10:00 am - 10:25 am	Break <ul style="list-style-type: none"> <li>- Ensure your own social and emotional habits (eat something, stretch, have a walk around the house or backyard, call a family member or friend).</li> </ul>
10:25 am	<ul style="list-style-type: none"> <li>- Connect to your <b>Period 2</b> Subject's Google Classroom and SIMON.</li> <li>- Begin tasks allocated by your teacher and complete work in Google or as directed so that he/she can check your work.</li> <li>- Email your teacher any concerns / questions that you may have.</li> </ul>
11:25 am	<ul style="list-style-type: none"> <li>- Connect to your <b>Period 3</b> Subject's Google Classroom and SIMON.</li> <li>- Begin tasks allocated by your teacher and complete work in Google or as directed so that he/she can check your work.</li> <li>- Email your teacher any concerns / questions that you may have.</li> </ul>
12:25 pm – 1:05 pm	Break <ul style="list-style-type: none"> <li>- Eat your lunch and ensure your own social and emotional balance by keeping healthy habits.</li> </ul>
1:10 pm	Connect to your <b>Period 4</b> Subject's Google Classroom and SIMON. <ul style="list-style-type: none"> <li>- Begin tasks allocated by your teacher and complete work in Google or as directed so that he/she can check your work.</li> <li>- Email your teacher any concerns / questions that you may have.</li> </ul>
2:10 pm	Connect to your <b>Period 5</b> Subject's Google Classroom and SIMON. <ul style="list-style-type: none"> <li>- Begin tasks allocated by your teacher and complete work in Google or as directed so that he/she can check your work.</li> <li>- Email your teacher any concerns / questions that you may have.</li> </ul>
3:10 pm	End of formal class time.
Evening	Complete set homework/study