

13 February 2021

Dear Students, Parents / Guardians,

As we are returning to remote and flexible learning on Monday (hopefully for a few days only) we are republishing our *Learning from Home* guide, particularly for Year 7 students and their families, and those new to the school.

The tables below provide information about our online learning platforms as well as the processes for accessing learning resources and completing set work.

In *Learning from Home*, students follow their daily timetable and connect to their teachers and peers through the Google Classroom. Lessons (including homeroom) all begin at the normal lesson time but are shorter to allow students a break and time away from the screen between classes.

Attendance is taken in each class. We ask students to ensure that they are online and working for the whole lesson.

The responsibilities and routines will assist students in ensuring that there is structure to their school day and that learning continues without disruption. The information for families will help you to support students whilst they are *learning from home*.

In Friday's newsletter Ms Barron, our School Psychologist, provided some very good tips about looking after our mental health. It might be worth reading these over the next few days.

Please contact the school through the Year Level Leader, Pastoral Care teacher, the Multicultural Education Aides or the College by phone or email. Contact details are as follows:

- i) Email enquiries@crcstalbens.com.au
- ii) By phone on the normal school number 9366 2544
- iii) Vietnamese Multicultural Aide: Mr Tung Phan on **0428 045 680**
- iv) Arabic Multicultural Aide: Ms Louna Ghawi on **0437 210 544**
- v) Dinka Multicultural Aide: Mr Deng Alier (Dinka) on **0428 158 780**


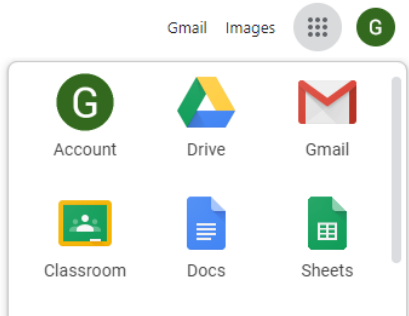

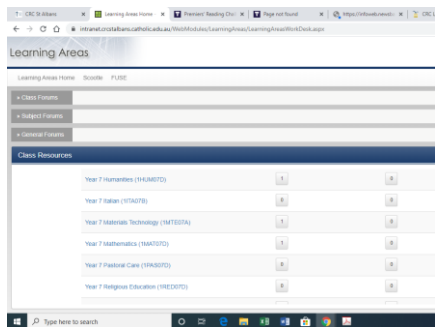
We look forward to all students returning as soon as possible. Take care and look out for each other.

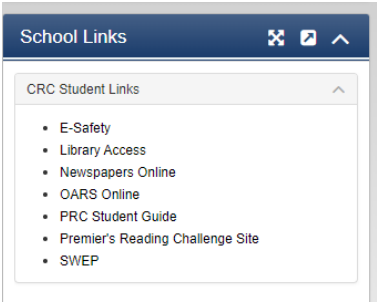
Yours sincerely



Christina Utri
Principal

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>https://www.crcstalbens.catholic.edu.au/</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>https://classroom.google.com/</p> | <p>Students use Google Classroom to:</p> <ul style="list-style-type: none"> - Access lessons/ resources/ class activities - Google docs to complete work (which can then be viewed and corrected by teachers). - Google slides to access lesson. - Google Meets to work with their teacher and peers. |
| <p>School Intranet (SIMON)</p> |  <p>https://intranet.crcstalbens.catholic.edu.au/</p> | <p>Students go to <i>Learning Areas</i> in SIMON to:</p> <ul style="list-style-type: none"> - Access resources - View assessment task details and results. |

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|-----------------------------------|---|---|
| <p>Curriculum Support Portals</p> |  <p>Sumdog (Year 7 students only) https://www.sumdog.com/user/sign_in</p> <p>Maths text book online https://www.cambridge.edu.au/go/</p> <p>Education Perfect https://www.educationperfect.com</p> <p>Stile (Science Learning) https://stileapp.com/login</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"> - Stile (Science), - Education Perfect - Sumdog (Year 7 Maths and English) <p>Note: Students have their subscriptions and/or login details for these programs.</p> |
|-----------------------------------|---|---|

Roles and Responsibilities

| | |
|------------------------------------|--|
| Responsibilities of Student | <ul style="list-style-type: none"> ● You will need to take responsibility for your own learning. ● You are responsible for knowing your login details for relevant online learning platforms. ● Follow your daily timetable, commencing at 8:45 with Period 1. ● Connect to the online platforms (SIMON and Google Classroom) each lesson to access resources, tasks and assignments. ● Identify a comfortable and quiet space to study/learn. ● Engage in all learning posted with academic honesty. ● Submit all assignments in accordance with provided timeline and/or due dates. ● Be aware that students can access various methods of assistance. <ul style="list-style-type: none"> ▪ Technical support through Simon via email between 8:30 am and 3:30 pm (email address: skoenders@crcstalbens.com.au) ▪ Academic assistance via email contact with teachers ▪ Wellbeing assistance via email contact with the College Psychologist and/or Year Level leaders. ● Ensure your own social and emotional balance by keeping healthy habits. ● Dedicate appropriate time to homework and study each evening/guided by your teacher/s. |
| Role of Parent / Guardian | <p>Support your child/ren in their learning by:</p> <ul style="list-style-type: none"> - Providing an environment conducive to learning (access to technology, quiet space in open family area). - 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"> ● Year 7 – Mr. Justin Mead – Email: jmead@crcstalbens.com.au ● Year 8 – Ms. Stella Alexopoulos – Email: salexopoulos@crcstalbens.com.au ● Year 9 – Ms Christie Roberts – Email: croberts@crcstalbens.com.au ● Year 10 – Mr. Eder Ramos – Email: eramos@crcstalbens.com.au - Engaging in conversations on posted materials, assignments. - Monitoring time spent engaging in online and offline learning. - Monitoring assessment tasks through PAM. <p>Be aware that students can access various methods of assistance including:</p> <ul style="list-style-type: none"> ▪ Technical support help via email: skoenders@crcstalbens.com.au ▪ Academic assistance via email contact with their teachers. ▪ Wellbeing assistance via the Pastoral Care Teacher, Year Level Leader or School Psychologist. <p>Support emotional balance by providing ample room and time for reflection, physical activity, conversation, rest and play.</p> |

A Typical Year 7 Day of Online Learning from Home

| Time | Routines and expectations for Learning from Home |
|---------------------|---|
| 8.45am | <ul style="list-style-type: none"> - Connect to your Period 1 Subject's Google Classroom and SIMON. - Begin tasks allocated by your teacher and complete work in Google or as directed so that he/she can check your work. - Email your teacher any concerns / questions that you may have. |
| 9.45am | <ul style="list-style-type: none"> - Connect to your Period 2 Subject's Google Classroom and SIMON. - Begin tasks allocated by your teacher and complete work in Google or as directed so that he/she can check your work. - Email your teacher any concerns / questions that you may have. |
| 10:45 am | <ul style="list-style-type: none"> - Connect to College email / SIMON and Pastoral Care via Google Classroom. - Respond to the question posted by your Pastoral Care teacher. - Read the daily prayer and notices in the student bulletin. - Check your Gmail account and read your email messages from your teacher/s. |
| 11.05 am - 11:25 am | Break <ul style="list-style-type: none"> - Ensure your own social and emotional habits (eat something, stretch, have a walk around the house or backyard, call a family member or friend). |
| 11:25 am | <ul style="list-style-type: none"> - Connect to your Period 3 Subject's Google Classroom and SIMON. - Begin tasks allocated by your teacher and complete work in Google or as directed so that he/she can check your work. - Email your teacher any concerns / questions that you may have. |
| 12:25 am | <ul style="list-style-type: none"> - Connect to your Period 4 Subject's Google Classroom and SIMON. - Begin tasks allocated by your teacher and complete work in Google or as directed so that he/she can check your work. - Email your teacher any concerns / questions that you may have. |
| 11:25 pm – 2.10 pm | Break <ul style="list-style-type: none"> - Eat your lunch and ensure your own social and emotional balance by keeping healthy habits. |
| 2:10 pm | Connect to your Period 5 Subject's Google Classroom and SIMON. <ul style="list-style-type: none"> - Begin tasks allocated by your teacher and complete work in Google or as directed so that he/she can check your work. - Email your teacher any concerns / questions that you may have. |
| 3:10 pm | End of formal class time. |
| Evening | Complete set homework/study |

As well as recess and lunch, there will be a 10 minute break between lesson to give students and teachers some time away from the screen before the next class.