

Remote and Flexible Learning

Information for Students & Parents

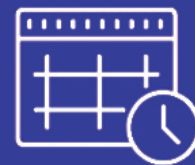
May 2021



Below you will find important information for students about our online learning program, including how parents can best support their children in accomplishing this.

Information for students

- Students will be expected to continue their learning at home during this time.
 - All students should be online and prepared to learn at 8.50am. During this time, students are to check updates and school messages on XUNO and check emails for any updated information or messages from the school.
 - The College will be utilising the Special Day 2 timetable for the duration of Remote and Flexible Learning. Please see attached timetable
 - All students will be expected to complete lessons as per the daily scheduled timetable. Teachers will be online and will be marking rolls for each of their timetabled classes.
 - Students should follow their timetabled periods, in so far as this is possible.
 - Appropriate material (classwork and assessments) will be provided for all learning areas via Canvas.
 - Students will be expected to complete all set work and submit assessments electronically by the due date. This should be submitted via Canvas (preferably) or email.
 - Teachers will provide lessons via Canvas for all courses in which the student is enrolled.
- Students are to go to the course and read the 'Announcements' provided by the subject teacher to see what work has been set by the teacher for each lesson scheduled for that day.
- All school related communication should utilise Canvas or an authorised Saint Ignatius email address - not other email addresses.
 - Remember to take scheduled study breaks, hydrate, eat well, sleep well and connect with classmates (even forming study groups).
 - Teachers may facilitate the use of 'ZOOM' for conferencing during timetabled periods and will notify students of this in advance. In the event of conferencing, students will follow the uniform guidelines for neat, casual clothes. Please refer to Student Access to and Protocols for using ZOOM.



YOUR DAILY TIMETABLE

This will stay the same and the expectation is that you will be engaging with your learning and communicating with your teachers during lesson times.

ENSURE YOU TAKE BREAKS
AT RECESS AND LUNCH

- Set goals each day and avoid procrastination. Discuss with your parents how to achieve a study/ home balance that works for your family.
- Students should regularly check in with their Homeroom Teacher or Year Level Coordinator and contact them if they require assistance.

Information for parents and guardians

- Parents/guardians of students are asked to email **office@ignatius.vic.edu.au** or **phone 5251 1136** by 10.00am to report a student's absence from online learning that day.
- Encourage your child to continue with a similar routine to the School day by following their timetable. We will set a daily program aligned with the times of the normal school day from 8.50am to 3.05pm.
- Provide a suitable, quiet working space for your child at home with the appropriate equipment and materials.
- Ensure access to Canvas class pages to get updates on activities and learning tasks set by teachers.
- Ensure your child has adequate breaks, exercise and nutrition.
- Partner with the teachers in monitoring your child's engagement and progress and if there are issues, please contact the teacher directly. For more complex issues, please contact the Year Level Coordinator.
- Parents should ideally use email to communicate with teachers.

A note about other forms of communication:

- For the wellbeing of our students and staff, teachers will only communicate in a visible and transparent manner, using professional Saint Ignatius College tools only.

Teachers will not communicate with students or parents on any social media platform (Facebook, Messenger, WeChat, Instagram, etc).

Any 1:1 communication with a student, should be via the College email or within our agreed learning platform Canvas.

Teachers are humans, too, and so we might be unwell from time to time.

If a teacher is unwell or, for any other reason is unable to perform their professional duties, students will be notified via Xuno News of teacher absence and the student will proceed to Canvas to complete coursework to ensure our students' learning can continue.

Tips for Remote Learning

- Ensure students have plenty of time logged-off a computer and have a strong routine. They need outdoor time, physical activity, playing with the family pet and time eating together as a family.

Avoid all screen-time within an hour of bedtime. Screens wake the brain up, rather than convince it that sleep is due.

- Beware of multi-tasking. We know that it is physically impossible for humans to multitask where those two things required cognition.

Students will be easily distracted during their learning with a computer open, messages flying, music playlists to toggle and, in some cases, other siblings in the house learning from home as well.

Anything you can do in crafting your home environment to avoid the temptation to multi-task is a good thing.

- Remember to take scheduled study breaks, hydrate, eat well, sleep well and connect with classmates (even forming study groups).
- Set goals each day and avoid procrastination. Discuss with your parents how to achieve a study/ home balance that works for your family.

Tips for Remote Learning (continued)

- Students should, where possible, not be in their bedrooms all day. A home study/office, a dining room table, setting up a family/games room for learning is an effective way of establishing zones.
That way, bedrooms can be for homework, quiet time and sleeping.
- If you have multiple children all learning at home, then perhaps consider a shared space for them to focus together, even if in different year levels. If students are interacting with teachers online, that may be done in another room.
- You might like to consider moving to different rooms with each timetable period change - getting up, stretching, grabbing a drink, moving, and then starting the next subject in a different spot are all what usually happens on-site at school.
Aim for at least a 10-minute break between lessons.
- Students should study in a light filled, airy spot, not a dark dungeon.

Although students may prefer a dark type of environment for laptop use, this does not simulate the learning environments we provide at Saint Ignatius College.

- As far as possible, learning environments should be free from distractions.

Information in regards to student wellbeing

One on one to (online) support - this will be available through appointments online throughout the normal school day so if you would like one of these please be in touch directly with your wellbeing officer via email, or to the general wellbeing@ignatius.vic.edu.au email address to request the appointment.

We will then be in touch with the scheduled time and send you an invitation to join an appointment with us. Please note support can be provided using audio, visual or both audio and visual methods via this platform.

General wellbeing support – our Canvas page has a range of support resources available to all students and parents.

Please have a look at some of the links there for information, ideas for self-care, and other online counselling and support forum options.

Wellbeing focused activities – we will be endeavouring to continue promoting positive wellbeing throughout the term through circulating some wellbeing focused activities to consider doing on a regular basis

These will be optional but we highly recommend you take time out of your week to consider how you are looking after yourself and if you need a structured activity to help keep your wellbeing nourished.

Referrals – if you are concerned about a friend you are welcome to be in touch as per normal via the wellbeing email address and we can discuss with you how best support could be offered.

Contact Information

For questions relating to a **course, an assignment or a resource:**

- Relevant subject teacher via email

For concerns relating to your **child's progress:**

- Homeroom teacher or Year Level Coordinator via email

For questions relating to your child's **VCE program:**

- Email: brownm2@ignatius.vic.edu.au

For questions relating to your child's **VCAL program:**

- Email: allank@ignatius.vic.edu.au

For questions relating to a **technology issue or request:**

- Email: itsupport@ignatius.vic.edu.au

For questions related to **Wellbeing:**

- Relevant Year Level Coordinator via email

Or

- Student Wellbeing Officers email: wellbeing@ignatius.vic.edu.au

Please familiarise yourself with the following website to ensure your child is safe while online.

<https://www.esafety.gov.au/>



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Remote Learning Timetable

Time	Teacher	Student
8.50am	Online and prepared to teach: check any updates, school messages on XUNO and emails.	Online and prepared to learn: check any updates, school messages on XUNO and emails.
9.00am Period 1	Teachers will provide a lesson plan utilising the 'Announcements' function on CANVAS. Teachers will notify students in advance if there will be a ZOOM conference accessed via CANVAS.	Lesson via Canvas: Students are to go to the course and read the 'Announcements' provided by the subject teacher to see what work has been set by the teacher for the lesson, in addition a ZOOM conference may be utilised via CANVAS.
9.43am Period 2	Teachers will provide a lesson plan utilising the 'Announcements' function on CANVAS and in addition a ZOOM conference accessed via CANVAS may be used.	Lesson via Canvas: Students are to go to the course and read the 'Announcements' provided by the subject teacher to see what work has been set by the teacher for the lesson, in addition a ZOOM conference may be utilised via CANVAS.
10.26am – 10.46am	MORNING BREAK:	MORNING BREAK: No screen time during this time. See <i>Self-care Weekly Tips</i> – Wellbeing CANVAS tile or refer to the <i>Self-care tip</i> emailed from the SICG Wellbeing Team.
10.46am Period 3	Teachers will provide a lesson plan utilising the 'Announcements' function on CANVAS and in addition a ZOOM conference accessed via CANVAS may be used.	Lesson via Canvas: Students are to go to the course and read the 'Announcements' provided by the subject teacher to see what work has been set by the teacher for the lesson, in addition a ZOOM conference may be utilised via CANVAS.
11.29am Period 4	Teachers will provide a lesson plan utilising the 'Announcements' function on CANVAS and in addition a ZOOM conference accessed via CANVAS may be used.	Lesson via Canvas: Students are to go to the course and read the 'Announcements' provided by the subject teacher to see what work has been set by the teacher for the lesson, in addition a ZOOM conference may be utilised via CANVAS.
12.12pm – 1.30pm	LUNCH BREAK:	LUNCH BREAK: Healthy lunch, some form of physical activity, personal wellbeing: https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert/ongoing-support-during-coronavirus-covid-19/exercising-and-staying-active-during-coronavirus-covid-19-restrictions
1.30pm Period 5	Teachers will provide a lesson plan utilising the 'Announcements' function on CANVAS and in addition a ZOOM conference accessed via CANVAS may be used.	Lesson via Canvas: Students are to go to the course and read the 'Announcements' provided by the subject teacher to see what work has been set by the teacher for the lesson, in addition a ZOOM conference may be utilised via CANVAS.
2.13pm Period 6	Teachers will provide a lesson plan utilising the 'Announcements' function on CANVAS and in addition a ZOOM conference accessed via CANVAS may be used.	Lesson via Canvas: Students are to go to the course and read the 'Announcements' provided by the subject teacher to see what work has been set by the teacher for the lesson, in addition a ZOOM conference may be utilised via CANVAS.
2.56pm	Check any updates, school messages on XUNO and emails.	Check any updates, school messages on XUNO and emails.
3.05pm	School day conclusion	School day conclusion

Refer to the **Remote and Flexible Learning Information** on the College website for tips on Remote Learning, College contacts and further information for parents and students.