

# MCNS Remote Learning Plan

## Rationale

Marist College North Shore has a commitment to providing high quality learning and pastoral care to all students no matter the situation we find ourselves. The provision of a school and learning environment should be one that is intellectually, socially and physically supportive of learning.

This plan sets out the learning processes, procedures and expectations that will be in place in the event of a site closure during term time to ensure learning can continue no matter the length of closure.

## Guiding Principles

- Every student has a right to learn
- Responsive environment with engaged learners
- Foster meaningful, independent, inquiry based learning
- Consistency across all subjects
- Clearly communicated expectations to students around requirements, assessment and expectation for their participation
- Structured for modularisation, ensuring content is logical and coherent in its arrangement and delivery
- Design and facilitation communicates that the teacher is present and actively involved

## Key Learning and Information Systems

The College has the following learning management systems in place:

1. **Google Classroom**
2. **Canvas Learning Management System**

To support these two systems the College also has access to:

1. **Zoom** – remote video conferencing software. This has been downloaded onto all student laptops and be accessed via an app on their desktop.
2. **Senral** – Student Information System. Must be checked daily by ALL students

**The College Timetable will be followed on a daily basis for all remote lessons including Thursdays. Students will be expected to login for each period on the set day at the set time. Teachers will indicate to students which platform they will be using for their lessons. Recess and lunch will take place at the usual times.**

**Each student has their own *virtual timetable* that has the links to their class *Zoom* and the *class attendance register*. They must use this to send their attendance in at the start of each lesson.**

## Delivery of Learning and Teaching

**Google Classroom** and **Canvas** are used to upload and access all online learning resources and content – this includes but is not limited to:

- Multimedia files including embedded online content
- Web links to relevant sites
- Word documents /Google Docs
- PowerPoint/Google slides
- Excel documents/Google Sheets
- Online textbooks

**Zoom** is available for use by all staff and students. Students have a Zoom link for each of their subjects/classes. When their lesson is on they should click on this link and follow the prompts to join the class. All teachers have the ability to video record their screen and upload the video to *Canvas* or *Google Classroom*.

## Online Communication for Learning

Students communicate with staff and other students via our two Learning Management Systems – *Google Classroom* and *Canvas* along with *Zoom*.

1. *Google Classroom/Canvas*: Teachers can set up class collaborations, send out notifications, create discussions and online conferences.
2. *Zoom* will be used to allow two-way communication – as a video conference tool, an audio tool, and to display laptop screens. Teachers may use it for students to ask questions whilst in a lesson.

Students can use *Zoom, Discussions or Conferences* in *Canvas* to answer questions about the work they are doing when working live. Students can use email to ask teachers questions about the work they are completing if they are not working live with teachers for that lesson and have been instructed to follow instructions on *Google Classroom or Canvas*.

If students are completing work outside of the scheduled lesson time the usual online communication methods apply - email school related matters only to your teacher.

## Email

Staff and students are to use their school email address every day as is currently the expectations. Students should check their email each period as the lesson begins to obtain their Zoom code if required. Entire lessons will not be facilitated via email. Teachers may email students prior to the lesson alerting them to the platform they will be using for that lesson.

Students are to check their email every morning to ensure they know what platform they are using for the lessons on that day.

See above under 'Email' for how to ask questions regarding the work being done in a particular class during the day.

## Assessments

If a task is due whilst students are working remotely it will be modified to reflect understanding and knowledge consistent with what has been taught online. If tasks need to be rescheduled, an updated task notification will be sent to students via email and the updated date/mode or submission details will be in RED with an appropriate time frame to complete the task adjusted if required.

Assessments that require students to be at school such as exams, will be rescheduled to be sat at another time or be adjusted to a different mode.

Hand in tasks will be handed in online via Canvas or Google Classroom. Task notifications will be adjusted to specify submission details.

## HSC Assessment Tasks

The above applies along with the following advice from NESAs.

NESA advises the following in regards to HSC Assessment **if a local travel ban is in place**:

- Where possible assessment tasks need to be sent to students for completion and then electronically submitted to school.
- If an assessment task cannot be submitted:
  - NESAs expects that the reason for a student being unable to attend school as a result of a **travel ban**, would meet the school's criteria for Illness / Misadventure
  - The College will provide an alternate task to students upon their return.
- An alternative task will be provided to meet the specific situation. For example consideration may be given to:
  1. The duration of the task – ensuring the same outcomes and marking guidelines apply
  2. The delivery method – instead of a live speech being delivered, alternatively a student could record themselves and submit the recording electronically
  3. An extension of time

## HSC Practical Tasks

As per NESA advice, in the event of a closure, the College will contact the relevant NESA inspector for students undertaking practical subjects for further advice and guidance. The College advises all students working on major projects, where practicable and permissible, to take home any resources that will enable them to continue to work on their major works.

## Access to Online Technical Support

If a student has a technical difficulty with one of the College's online platforms they should contact IT Support [ict@maristns.catholic.edu.au](mailto:ict@maristns.catholic.edu.au)

## Parental Expectations

While at home, parents should ensure maximum access during the school day, which will involve limiting all other content that uses an internet service such as Netflix or video streaming, social media and electronic gaming.

Parents will understand that online lessons, by their nature, differ from face-to-face lessons and require undistracted student focus and as such, will:

- Ensure their son's have a suitable work space to work each day
- Monitor their son's workload each day
- Restrict their son's mobile phone use during school hours, in line with the College's *Mobile Phone Policy*
- Expect that your son uses their technology consistent with the College's and Sydney Catholic School's *Acceptable Use of Technology Policy*

## Dress

It is expected that all students when working from home are dressed appropriately to participate in online learning sessions. This means they must have a shirt and pants/shorts on at all times.

## Behaviour

All College policies on behaviour apply to all online lessons, this includes the College's *Acceptable Use of Technology Policy*. Parents will be notified if there are any concerns around a student's behaviour in class or online. **All online activity on our platforms can be traced.**

## Attendance

It is expected that all students attend online lessons as they would on a normal school day. A roll will be taken every day via a google form which can be found on students *virtual timetable* next to their zoom link.

Students must log in at 8:45am and must have submitted their tutor group attendance form by 8:50am. From here, teachers will complete their usual Sentral Roll. Parents can access via the parent portal their son's attendance record for each period.

## Daily Notices

Sentral will still be used to give daily notices to students. It is expected that after they have completed their tutor group register each day they will check these daily notices.

## Illness

Parents are expected to email the College at [reception@maristcollege.com](mailto:reception@maristcollege.com) or register the absence on the website if their son is sick and is unable to participate in the online lessons for that day. Parents **MUST** give a reason for the absence. **DO NOT CALL THE SCHOOL.**

## Teacher Absences

In the event of a teacher absence:

1. There will be a substitute teacher
2. Students must still submit their attendance register form
3. The work will be left in the *Google Classroom* or *Canvas*
4. The expectations for completing the work remain the same

## Wellbeing

Any student struggling or those who require extra support during this time should contact the College by emailing their House Coordinator or the College Counsellor at [counsellor.01328@sydstu.catholic.edu.au](mailto:counsellor.01328@sydstu.catholic.edu.au)

## Emergency Wellbeing Contacts

In an emergency, dial 000

For urgent issues outside school hours, access the following services:

- Kids Helpline: 1800 55 1800
- Lifeline: 13 11 14
- Mental Health Access Line: 1800 011 511
- Parent Line: 1300 1300 52

## Overall Expectations for a normal day

1. Ready for learning at 8:45am – must be set up in a suitable workspace (not his bed)
2. Attend all lessons as per the timetable for Tutor Group and Periods 1 – 5; students must submit their attendance register every period.
3. Check *Sentral* notices and your email for where you will be working each period
4. Follow teachers instructions for work on the learning platform – Canvas or Google Classroom.
5. Normal breaks apply:
  - a. Recess 11:00 – 11:30am
  - b. Lunch 1:30 – 2:00pm
6. Request assistance if required from IT Help desk, Teacher, Leader of Learning or House Coordinator
7. All work completed and/or submitted as instructed by the teacher

## Daily Remote Lesson Instructions

Click the link below to see a list of what students need to do each day:

[Remote Lesson Instructions - Students](#)