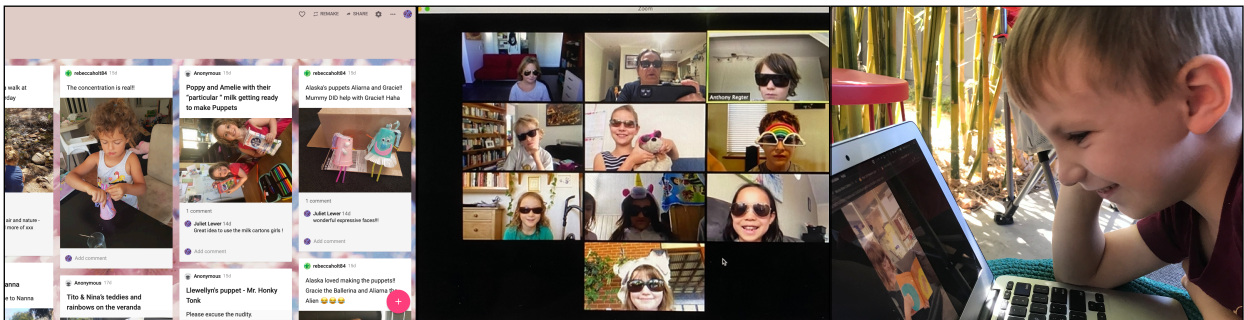




Lance Holt School Remote Learning Guide



August 2021





Online Safety Resources

Office of the eSafety Commissioner
www.esafety.gov.au

Think U Know
www.thinkuknow.org.au

Kids Health Online
kidshealth.org/en/parents/net-safety.html



Welcome

Welcome to our guide for Remote Learning at Lance Holt School. We have called it “Remote Learning” to reflect the depth and breadth of learning experiences, whilst considering the realistic expectations of the families in our community. Our programs consider our families in a variety of contexts, situations, and with varied time constraints whilst acknowledging that we are providing learning in a time of crisis.

“Remote Learning” rather than “online learning” or “e-learning” demonstrates that our learning will take place in many forms. This may be online, in written form, or derived from real life and family scenarios. We are aware that our families have varied access to technology in the home, but acknowledge that most families have access to at least one device (including iPad /Tablet, Computer /PC/Mac, iPhone/Mobile). We will at times use technology to supplement learning and maintain connections to our school community.

As a school we will provide a series of lessons and learning activities that will form part of the ‘Daily Learning Timetable’. The programs and lessons have been designed in such a way that they are simple to follow, provide feedback and revise /continue on the learning that the students have already begun this year.



Our Guiding Principles

Keeping it simple - As a school we are here to support a model of education that is clear, equitable and fun, that maintains a safe home learning environment for all of our students.

Connected - the relationships that you and your children have with their teachers, as well as the relationships that they have with their peers and families is important to maintain and embrace. This sense of belonging remains essential for positive mental health.

Caring - Be kind to each other, your children, our staff and teachers. We are all in this together.

Communication - teachers, students and families will have a clear understanding of what is to be expected. We all understand that everyone will be doing their best.

We are all in this together

Attendance and Student Engagement

Under the WA Education Act, school attendance for Pre-Primary to Year 6 is compulsory and as such teachers will be maintaining school attendance records.

Attendance will be taken each day via one of the following sources:

- Attending a Zoom session
- Posting work to a Padlet posting wall
- Any other form of communication with a teacher

If your child is unwell, there is an expectation that the school is informed via the usual methods (email absent@lanceholtschool.wa.edu.au) or contact the school office.

Routine at home

Remote learning will look different from family to family and from year group to year group. The structure of Remote Learning is set up to be flexible, but still honour the importance of routine for children and families. We strongly recommend that you establish what your routine will look like - keeping in mind that this may not be the standard 9:00am-3:15pm day - and that's ok. At the back of this guide is a blank timetable for you to adjust according to what works for your family.



A Remote Learning Guide for Children

FOCUS YOUR MIND

- Wake up with enough time to get ready and have breakfast before 9 o'clock
- At 9:00am check your Learning Timetable
- Write a To Do List and tick off learning activities as you do them.

YOUR SPACE

- Your learning space should be tidy, comfortable and as quiet as possible.
- Be respectful of shared spaces.
- If using your webcam (on your computer), always sit in front of a blank background if you can and have your parent or carer nearby.

YOUR EQUIPMENT

- Test all your equipment is working.
- Have a pen and some paper and books ready.
- Use headphones if possible.
- Remove all distractions.

BE HEALTHY

- Drink plenty of water during the day.
- Take Brain Breaks
- Have morning tea and lunch
- Do some exercise daily.

MEETING ETIQUETTE

- Dress in casual clothes for zoom meetings.
- Be polite and thoughtful of others.
- Being in a zoom meeting is like being in the classroom
- When in a zoom meeting turn off your microphone until required.

BE PRODUCTIVE

- Manage your time - use it for learning
- Submit all your completed work
- Spend time revising any items you don't understand and ask questions

BE SAFE

- Practice online safety.
- If you are unsure or worried talk to a trusted adult.



Communication and Wellbeing

Communication

Lance Holt School uses Padlet to assist us in delivering Remote Learning to our Students. Teachers have provided information to Parents to access Padlet via Educa. We will also use Zoom conferencing to add face to face connection and communication. If a device is not available, teachers will discuss alternatives with individual families.

Staff will continue to utilise the existing methods of communication with Parents. This includes Educa, email and telephone calls when necessary. Teachers will call you as required to discuss concerns, work load and student wellbeing. Should you need to contact a teacher, please do so by email. If the matter is urgent, please phone the school.

Student Wellbeing

We are in challenging times. As a school, we are still part of your community and can offer vital support to you, your families and your students. There is a selection of resources to support family mental health and wellbeing on our website, lanceholtschool.wa.edu.au

Please stay in contact with your classroom teacher. For issues which would normally require contact with school administration, please contact the school directly at admin@lanceholtschool.wa.edu.au.

Issues that you consider to be high priority or an emergency situation, we strongly recommend that you discuss these concerns with your GP or hospital emergency department.

Important Contacts

Child and Adolescent Health Services
Urgent Mental Support - 1800 048 636
www.healthywa.wa.gov.au

Kids Helpline - 1800 551 800
www.kidshelpline.com.au

Beyond Blue Australia - 1300 224 636
www.beyondblue.org.au

Lifeline - 13 11 44
www.lifelinewa.org.au

Remote Learning Protocols

Students

Parents

Staff

Keep it Simple

Maintain your own individual routines. Use the school daily schedule to help.

Keep the workspace neat and tidy.

Begin and end your day by setting out and packing away equipment.

Help your child to establish a routine that is flexible to assist your family's needs.

Encourage meaningful play and physical activity.

Encourage meaningful play and physical activity.

Learning needs to be easily accessible by ALL students.

Focus will be on teaching, consolidation and revision.

Learning will be integrated.

Connected

Provide feedback to your teachers regularly on how you are going.

Zoom with your Class and Teacher.

Communicate with teachers via email or Educa when required.

Ask for help.

Will provide regular communication regarding learning.

Communication

Check for communication from your teacher every day.

Practice e-safety.

Ask your teacher if you are unsure. Make sure you have any questions ready prior to Zoom meetings. Chances are if you are wondering something, other children will be too.

Ensure students take regular breaks and drink water regularly.

Set good practices and routines .

Learning tasks will provided weekly.

Available for communication from teachers during school hours. 9-3.

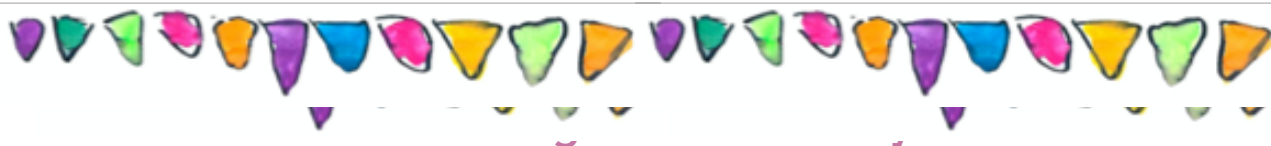
Whole School Approach to learning.

Caring

Be kind to yourself and others.

Be kind to yourself and others.

Be kind to yourself and others.



Daily Schedule

Teachers have provided a weekly overview of learning tasks on their Class Padlet. You can find the weekly link on Padlet or Educa. Again we stress that schedules will look different in each household and family. The schedule that you choose to use in your house however, should include the “Should Do” tasks for Literacy and Numeracy every day.

A guide for how long to spend on ‘Should Do’ tasks:

PP:	Approximately 90 Minutes per day.
Year 1-2:	90-120 Minutes per day: we will program for approximately 20-30 minutes per ‘Should Do’ task.
Year 3-4:	100-130 Minutes per day: we will program for approximately 25-35 minutes per ‘Should Do’ task.
Year 5-6:	160-180 Minutes per day: we will program for approximately 30-40 minutes per ‘Should Do’ task.

Regular Zoom sessions

Each class will hold regular Zoom lessons for both learning and staying connected. It is expected that children attend each of these as they are important for attendance purposes, to stay connected with peers and teachers, and to ensure children don't miss vital information and learning sessions

Padlet

Padlets contain boxes with a variety of learning activities. These may be online programs, activities or printable resources. Please note that all links are for parents to support home learning. Please be aware that some of these sites may include advertising and should not be accessed by students without parent supervision.

We have created Green boxes to indicate ‘Should Do’ tasks and Yellow boxes to indicate ‘Could Do’ tasks. The idea behind this is to make Remote Learning demands manageable for families. The “Should Do” activities are the expected core learning we would like all students to complete. The “Could Do” activities are for those students and families that wish to do more.

Your child’s work and documentation, which can be photos or Word documents, can be shared via the ‘Kids Sharing Wall’ which teachers have set up on Padlet. Parents should approve anything put on the wall. Children not wishing to post work to the Sharing Wall can elect to email their teacher instead.

Remote Learning in Kindy and Prindy

A primary focus of remote Learning in Kindergarten and Pre-Kindergarten is ensuring the ongoing connectedness of the class group.

Educators planning prioritises maintaining the relationships between children and educators, and children with their peers - the sense of belonging that has been built in the early years classes over the year is significant in young children's lives.

Zoom

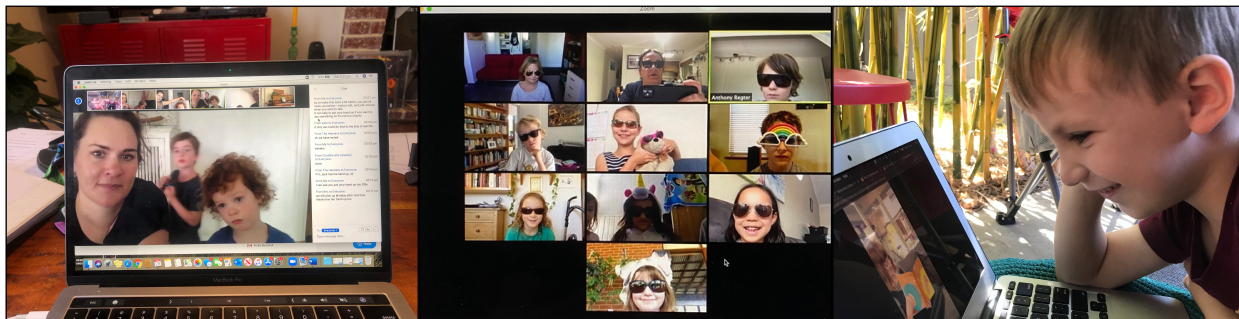
The heart of the school day for Kindy and PK, is the class Zoom session. This is the equivalent of our morning mat session, where class members come together to touch base, share news, enjoy a story or a nursery rhyme or two. We appreciate that given the children's young age, parents will join us or be near by to support their child's successful participation. To assist the smooth running of the session, Educators will mute all children except those speaking.

Padlet

Padlet is an online platform where teachers post the program for the class for the week. The main "Padlet" is for parents to refer to, to let you know what is on for Kindy/Prindy for the week. There will also be "sharing walls" set up through Padlet where families can post photos of the activities and tasks set so that all class members can see each other's endeavours.



Accessing Zoom



All staff at Lance Holt School believe that keeping our kids mentally healthy is just as important as providing them with learning experiences.

Teachers will use Zoom to facilitate a class get together at pre-planned times. Meetings will allow the teacher to facilitate class discussions, share news between the children and give the children a chance to connect with each other in an inclusive and safe environment. Other Zoom sessions will be scheduled for teaching specific skills.

Classroom teachers will manage the online meeting including:

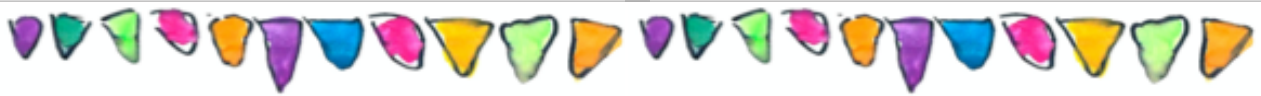
- ❖ Muting and un-muting of children. Children are asked to put up their hand to show that they wish to speak.
- ❖ Ensuring the students display appropriate online behaviour - just as if they were at school.
- ❖ Management to ensure that all children have a turn to contribute.
- ❖ Send the Zoom link through Educa or Padlet. Students will need to click on the link to access the meeting five minutes before the scheduled time.

Students should treat Zoom sessions like “Mat Time” at school by being focused on the session, not eating or doing other activities at the same time, and ensuring background noise and distractions are kept to a minimum.

Students will not be required to make an account for Zoom. Teachers will send a link to students on either Padlet or Educa. This link needs to be clicked on from any device, which will automatically open the required application. We ensure our Zoom Meetings, which are created through a school Zoom Education account, are password protected for security. We recommend that you use the settings on Zoom to either customise or blur your background.

Scheduling and Planning

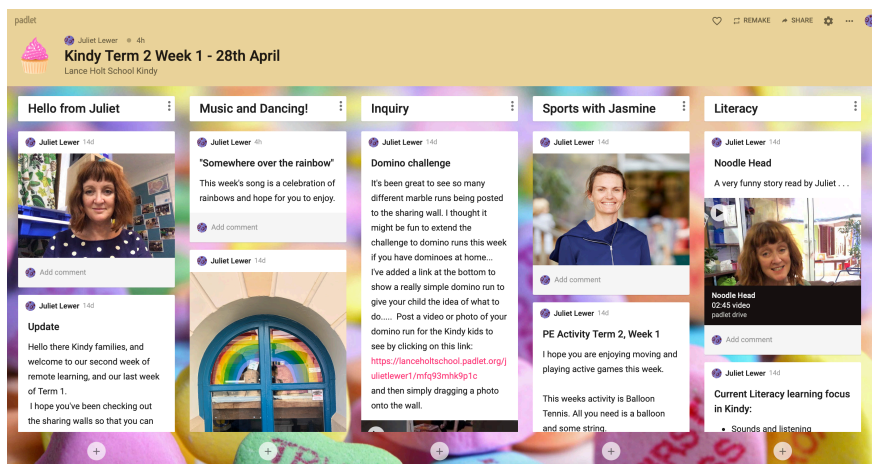
We have a whole school plan for Zoom Meetings. This model gives the best chance for families with more than one child in our school the opportunity to be involved across the week. A parent should always be nearby to supervise.



Accessing Padlet

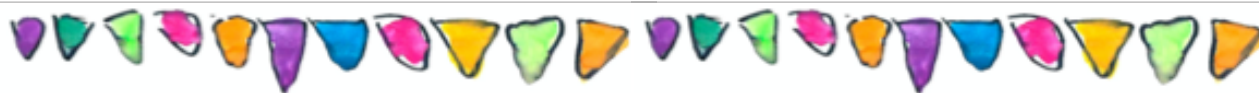
Teachers and Students will use “Padlet” as their primary source to access learning activities. Although each ‘Padlet’ will look different across year levels and teachers, they will all set out the learning across the curriculum for an entire week. Padlet’s will be available from midday the day before the school week commences.

Each column can be navigated downwards, and columns can be accessed across the screen and beyond.



Teachers also create ‘Padlets’ where students to share what they have been doing, for that their peers and teachers to see. To add to a ‘sharing wall’ click on the link in Padlet to open the wall, and then click and drag a file or photo onto the wall, or click on the pink + sign on the bottom right to upload a file. You can share photos, word documents, pdf’s, videos or post a message.





Online Safety

Now more than ever, our children will be accessing services online, for education, pleasure and recreation. Parents are encouraged to ensure that their networks at home are prepared for their child / children's use, and to establish an effective 'Online Family Contract'.

We have provided two examples that you could use to guide how effective contract may look.

Family Online Safety Contract

This contract helps us stay safe when it comes to what we SEE, SAY and DO online.

I _____, will:
(Child)

- ❖ Tell my parents or carer if I see something that makes me feel upset, uncomfortable or scares me.
- ❖ Be aware that people online are not always who they say they are, and don't always tell the truth.
- ❖ Let my parents supervise where I go online as I understand they do this to help keep me safe.
- ❖ Tell my parents or carer if someone sends me rude or naked pictures, or links that I did not ask for.
- ❖ Not give out personal information about myself, my family, my friends or others online, including full names, addresses, phone numbers or schools.
- ❖ Not share my passwords or usernames with anyone but a parent or carer and I understand they will only use it if they are worried about me or my safety.
- ❖ Treat others the way I want to be treated on-line and with the same respect as I would offline.
- ❖ Never use the internet or a mobile device to cyberbully someone.
- ❖ Made sure all of my accounts are always set to private.
- ❖ Not talk to anyone online, or add anyone on my social networks if I don't know them offline.
- ❖ Never agree to meet someone in person that I have only met online, and I will tell my parents if someone asks to meet me.
- ❖ Accept my parents or carer as 'Friend' on social media providing they ask for my permission before posting or commenting on my content and they speak to me first if they see something they don't agree with on my profiles.
- ❖ Not respond to emails, instant messages, messages or friends requests from people I don't know.
- ❖ Never send someone a photo of myself online without checking with my parents or carer first.
- ❖ Learn how to block and report people online and tell my parents or carer immediately if doing this.
- ❖ Ask permission before downloading an Ap, games or software, so my parents or carer can check these are appropriate for my age and won't harm the device.
- ❖ Teach my parents or carer about the internet, apps, games and websites I enjoy.
- ❖ Agree to the online time limits set by my parents or carer and put my devices to bed at night to help me get a restful sleep.



Our Family Tech Agreement

Date: _____

The Play School toys are here to help us remember how to stay safe online and use devices in our home.

Put each family member's name or initial above a box. If the rule applies to them, tick the box when they agree to do the action.



I will ask before I use a device or play a new game online.

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I will only use devices in shared spaces like the lounge room, family room or kitchen.

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I will only talk to people I know when I chat, message, email or video call online.

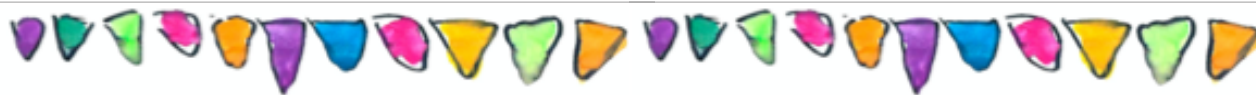
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I will take turns and use kind words when I play with technology.

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Helpful Information for Parents supporting Remote Learning

Tips for Developing self-motivation

The Knock Out technique The harder the task, the better it is to do it immediately.	Use the pleasure momentum If your child likes one activity, switch to a less attractive one while momentum is high.
The bits and pieces approach Do anything in connection with the task, completing it bit by bit so it isn't so overwhelming.	Make a list List all the positive/negative things which will happen when work is completed/not completed.
The worst-first approach Identify the most difficult part of the task and do it first.	Favourite places Allow your child to work in a favourite place to complete the task.
Break down the task Work on the task for five minutes, take a break and work another five minutes, until the task is finished.	Immediate positive feedback Use positive comments when marking work to provide immediate feedback for effort.

Tips for supporting a positive student attitude

My inner critic	What I'm really thinking	Positive self-talk
I don't want to do this.	It might be hard.	I'll look at this bit first. It was tricky before – I can try again.
This'll take too long!	How can I organise this?	I can plan this by ...
I don't like this.	I don't understand it.	I'll get a grown up to read some to me.
Why do we have to do this?	I'm feeling unsure.	I'll do what I can then I'll get help.

Organising your day: things to consider

Getting all the equipment together	Getting the timetable right
• Who is responsible?	• Decide which subject to do first. It often helps to do the most difficult subject first.
• Who does what?	• Put the timetable on display.
• What can your child do?	• Negotiate the timetable with the child.
	• Save the best for last.



Notes



