

Online Teaching and Learning Guide

July 2021

Years 7 - 10

Platforms for Daily Use

- To facilitate continued learning, various platforms will be used. This will allow for teachers to teach course content, interact with their class, monitor student progress and provide feedback where appropriate using platforms with which they and their students are familiar.
- Platforms will vary between subjects - **Google Classroom** will be the major platform used for classwork distribution from teacher/s. Teachers will assign work, tasks and assignments and inform students of tests and other assessments on these platforms through the '**Classwork**' tab.
- Please find a link to **Google Classroom Guidelines** here - https://drive.google.com/file/d/1t5L_IzkcGgizUEBRz0yg903ajQl8lWE/view?usp=sharing
- **All classwork for the day will be posted by 8.10am** in order to give students time to plan and prepare. Students should follow and complete tasks according to their usual timetable which can be found in the Student Cafe and the Parent Lounge. Tuesday will follow the same times as Monday, Wednesday, Thursday Friday. Tuesday Period 5 will be 1 hour in length and will be a time for students in Years 7-12 to catch up on work, complete revision activities or work on assessments. Please find an outline of the general online learning timetable here - https://drive.google.com/file/d/1t57PxJZ_mehhjdzM1d51zU5MhwwSrxjl/view?usp=sharing
- Teachers may schedule a **Zoom lesson** in the allocated time on the timetable. Students should familiarise themselves with the **Zoom guidelines** and ensure they are adhering to them. <https://drive.google.com/file/d/1t9P5rKyjcSIEMrs1zMG-cFzj7XDMSUR/view?usp=sharing>

Learner Guidelines and Expectations

Students should:

- Utilise their school iPad to access online lessons.
- Be prepared to engage in their learning each day as appropriate.
- Regularly monitor Google Classroom and their school email to check for announcements, classwork and/or feedback from teachers.
- Complete assigned lessons to the best of their ability.
- Communicate with teachers if they are having difficulty with deadlines, if instructions are unclear or if they require additional support.
- Care for the iPad and follow the school's ICT policy as outlined in the diary.
- Use their school email to communicate with teachers.
- Be aware that teachers will notify parents if a student is not engaged and set work is not completed to a satisfactory standard.

It may be helpful for students to create a daily checklist or weekly outline to assist with organisation. The school's expectation for conduct applies to online lessons. Students are expected to communicate thoughtfully and respectfully during any interactions and posts. .

PLEASE NOTE: For students who have been working on a practical project in their subject, these may be collected and worked on at home as required.

Formal Assessments

Hand-in Assessment Tasks

- Unless otherwise informed, **all hand-in assessment tasks will remain as outlined in the Assessment Manual** and on the 'live' assessment calendar published on the School Internet.

In Class Assessment Tasks and Examinations

- Unless otherwise informed, all in-class assessment tasks including quizzes, tests and examinations will be rescheduled for an appropriate date to be determined once classes resume or otherwise.
- Yearly Examinations are scheduled for this term (Wednesday Week 7 - Friday Week 8). Most subjects will use this as their formal assessment for Winter Term.
- Teachers may use online tasks to inform academic progress.

Parent/Carers Guidelines

Parents/Carers are asked to support their child/ren's online learning by:

Establishing routines and expectations

Students should:

- Be prepared to engage in their learning
- Complete the assigned tasks as communicated by their teacher/s

Identifying the physical space for their child's study

- Their work space should be comfortable and free from distractions.

Monitoring communications with their child's teachers

- Ask to see their child's Google Classroom, Emails.

Beginning each day with a check-in where appropriate. Discuss with their child:

- What are they learning? How will they manage their time? Is there anything they need?

Ending each day with a check-in. Discuss with their child:

- What challenges do they have and how might they be solved? Did they accomplish their goals for the day? What went well? What obstacles did they encounter? Do they need any additional support?
- Encouraging them to participate in daily physical activity and/or exercise.
- Being mindful of their child's emotional health and supporting them if they are feeling anxious or overwhelmed.
- Monitoring how much time their child is spending online - how much time is spent completing tasks set by their teachers and how much is spent engaging in social media.

Teachers will notify parents if a student is not engaged and set work is not completed to a satisfactory standard.

Frequently Asked Questions (FAQs)

What times will staff be available for students to contact?

Students and Parents may make direct email contact with teachers. Teachers will engage with their email from 8.30am – 3.30pm (Monday to Friday).

You are also welcome to call the school on the usual number (02) 4647 5333 from 8.00am-4.00pm.

What if contact with the classroom teacher is not successful or I have an issue they cannot resolve?

If there is an issue making contact with a particular teacher or there is a problem that cannot be resolved by the classroom teacher, email contact should be made with the Faculty Head, Head of House, Head of School or Dean of Studies.

Some Important Contact details

Faculty Heads

Head of Biblical Studies Mr M Hyam mhyam@macarthur.nsw.edu.au	Head of English Mrs B Colella bcolella@macarthur.nsw.edu.au	Head of History Mr P Stevens pstevens@macarthur.nsw.edu.au
Head of Foreign Languages and Cultures Mr A Blake ablake@macarthur.nsw.edu.au	Head of Mathematics Mrs L Campisi lcampisi@macarthur.nsw.edu.au	Head of Music Dr R Bennison rbennison@macarthur.nsw.edu.au
Head of PDHPE Mr W Horne whorne@macarthur.nsw.edu.au	Head of Science Mr P Looyen plooyen@macarthur.nsw.edu.au	Head of Social Science Mr N James njames@macarthur.nsw.edu.au
Head of Technology and Creative Design Mr Q Hordern qhordern@macarthur.nsw.edu.au	Head of Innovation and Research Mrs R Fitzpatrick rfitzpatrick@macarthur.nsw.edu.au	

Heads of House

Head of Barker Mrs H Glover hglover@macarthur.nsw.edu.au	Head of Broughton Mrs A Margin amargin@macarthur.nsw.edu.au	Head of Hassall Mr R Hooper rhooper@macarthur.nsw.edu.au
Head of Heber Mr P Groves pgroves@macarthur.nsw.edu.au	Head of Johnson Mrs V Allen vallen@macarthur.nsw.edu.au	Head of Marsh Mrs C Angrisano cangrisano@macarthur.nsw.edu.au

Heads of School

Head of Junior School Mrs E Stelzer estelzer@macarthur.nsw.edu.au	Head of Middle School Mrs C Watkins cwatkins@macarthur.nsw.edu.au	Head of Senior School Mrs R Joel rjoel@macarthur.nsw.edu.au
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The Deans, The Chaplain and Deputy Headmaster

Dean of Studies Mrs K Elling kelling@macarthur.nsw.edu.au	Dean of Students Mr T Cartwright tcartwright@macarthur.nsw.edu.au
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<p>Chaplain Mr M Hyam mhyam@macarthur.nsw.edu.au</p>	<p>Deputy Headmaster Mr A Kokic akokic@macarthur.nsw.edu.au</p>
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Frequently Asked Questions cont.

- **What if my child does not have adequate access to the internet at home?**

We are aware some students may have limited internet access during this time. Students will not be penalised if they do not have internet access at home. Please make contact with the relevant Head of School or Dean of Studies if you are in this category so that alternative arrangements can be navigated.

- **Will attendance be recorded? What if my child is unable to participate in online learning at certain times or on certain days?**

While 'attendance' will be recorded for the purposes of knowing who is on site, students studying from home will not be recorded as being 'absent' but rather 'studying off-site'. Teachers will notify parents if students are not engaged and set work is not completed to a satisfactory standard.

- **What if a teacher is unwell? How will students know ?**

All online learning will be scheduled by 8.10am each day regardless of whether the teacher is absent or not. If the teacher's leave is of an extended period (3 or more days), the Head of Junior School or Head of Middle School will alert parents (T-6) and the Deputy Headmaster or Dean of Studies will alert students (7-12).

- **What if my child needs IT assistance?**

Students and parents may contact the School's IT support via this help desk email that will be monitored regularly each day: webhelpdesk@macarthur.nsw.edu.au

- **Will my child receive Provisions as normal for in class tests/examinations conducted online?**

No. Where appropriate teachers *may* be able to provide extra time, however, the majority of provisions will be too difficult to manage in an online learning environment.

- **Who can I or my child contact for general questions or questions that need immediate answers or that require a phone conversation?**

So far as it remains possible the School's Administration Centre will be open to receive phone calls and email inquiries . Please be patient when waiting for responses in the first week as there is bound to be a greater volume of inquiries in the initial stages of implementation.

- **Are students at home expected to follow their regular timetable and "attend" the scheduled online lessons? ie ready at 8.10am for Period 1**

Yes - we will be following the usual timetable for Years 7-12. Students in Years 5-12 will be given a weekly learning plan each Monday morning at 8.00am that they are expected to follow as per their class teacher's instructions.

- **Will Co-Curricular Activities continue?**

No. Usual co-curricular programmes will not take place during the period of online learning.

- **Will Peripatetic lessons continue?**

Parents may make alternative venue arrangements for tutoring directly with the student's tutor. Students may come to campus for their lessons. However, they must sign in and out of the school in the usual way and come fully dressed in their school uniform.

- **Can I give feedback to the school on how the online learning programmes are working?**

Absolutely! We want to know how we can do this better to serve the students. Any constructive criticism will be welcomed. Email the Dean of Studies with any suggestions you have. We can't promise to embrace every idea, but we are certainly open to them.