



Online Learning Information for Parents

Online Learning Planning Overview

GWPS Forward Planning in relation to potential school closure:
Responsibility and Roles

LONG TERM CLOSURE

Tasks and resources being developed for online learning. We have begun developing templates and resources for this at GWPS and may use DET resources when provided.

CLASSROOM TEACHERS

Develop daily reading, writing, maths and project learning tasks that are capable of being completed at home. Regular feedback/ learning conversations via Webex to be held for every child.

SPECIALIST TEACHERS

Develop weekly learning opportunities related to your specialist area. Support your assigned team with planning, resources etc. Potentially step into a class if required due to teacher sickness etc.

STUDENTS

Students are given online access to COMPASS. They will complete assigned tasks and participate in Live sessions with the class and teacher on Webex

PARENTS/ SUPPORT PERSON

To support students with routine. To ensure their child is completing tasks on COMPASS and ready to logon to live sessions at the correct time. May be required to help children interpret or read any tasks as required.

Online Learning Parent Information

Please note that this is a work in progress. All information provided is subject to change depending on any directive from the Department of Education and/or technical difficulties.

Communication Tools

- Compass - <https://glenroywestps-vic.compass.education/login.aspx?sessionstate=disabled> Please note, to send an email to a teacher on Compass from a device you must use the 'Open in Browser' option
- Webex - <https://www.webex.com/>
- Teacher email – class teachers have sent this out on Compass.

Assigned work

What we set is what we expect students to complete. Please remember to only do what has been allocated for that day. Lessons have been designed for repeated practice of skills over time and so your assistance with this would be appreciated.

If your child completes all their tasks early and you would like more work, your child may choose to do additional tasks from the list provided. Please note that your child's teacher will not be providing additional or individualized personal tasks. This is for many reasons, one of which is your child's mental wellbeing.

Wellbeing

It's important for children to have a balance within their day, just like they would at school. Please ensure your child follows a balanced routine including lunch and recess breaks, quiet time and exercise, preferably outdoors.

Please be mindful of the exposure of your child to the news. As some of our previous updates have suggested, do not avoid the topic of what is going on in their lives, but instead have supportive factual conversations avoiding conjecture.

What students need right now is to feel comforted and loved. To feel like it's all going to be ok. This may mean amendments to the schedule. Play outside and go on walks. Bake cakes, colour in together or paint pictures. Play board games and watch movies. Do a science experiment together or find virtual excursions to the zoo. Start a book and read together as a family. Snuggle under warm blankets and do nothing.

Parents if needed, will communicate with their teacher via email on Compass. Please note teachers will have limited availability to access their emails throughout the day as they will be preparing lessons and resources, involved in live discussions or having learning conversations with students. Please use this email address respectfully and message within normal school hours. Also remember that teachers need opportunities to interact and communicate with everyone including colleagues, so please be mindful and keep your emails to a minimum.

Please note that children are to communicate with their teacher via Compass Learning Task conversations, Webex or email.

Learning Conversations

Learning conversations are an opportunity for students to ask questions to the teacher or discuss any challenges experienced with online learning.

Book work expectations

Your child should have a home book for all work to be completed in. Please use them sequentially and encourage your child to be organised in their learning. Date each page and include a title of the subject. All work completed in these books will be evidence of their learning during the time of home learning and will need to be brought back on return to normal school arrangements.

Teachers will request students to upload a scan or photo of identified pieces of work for teachers to give feedback. Work will be uploaded through Compass Learning Tasks.

Online Learning Guidelines

These are our guidelines developed for online learning including some live interactions, pre-recorded sessions and traditional learning tasks. This will include the use of Webex conference calls. This is new technology for many of our teachers and students, so we ask for your understanding as everyone becomes comfortable with this new method of teaching and learning. Like we do in the classroom, we set expectations with students about how everyone is expected to behave to ensure it is a safe and productive environment for all. Please see below our expectations for students, teachers and parents for this learning. If you have any questions about this, please feel free to contact us via the school email or your child's classroom teacher. You will be provided with your child's classroom teacher's email address. Please use it respectfully and message within normal school hours. Also remember that teachers need opportunities to interact and communicate with everyone so please be mindful and keep your emails to a minimum. Please note that you may have a learning conversation with a different teacher if required due to unforeseen circumstances.

Student expectations

- Students will join in live sessions on Webex at the outlined times
- Students will listen to the teacher's instructions
- Students will be respectful in their communication to both their peers and teachers
- Our school values are expected to be followed at all times and will follow our usual consequences as required. e.g. time out of a Webex discussion if needed
- If you have difficulty accessing Live sessions, please contact your teacher to discuss

Supervisor expectations

Please note that the supervisor is a carer for the child who is responsible for their care on this day. The supervisor may change at different times depending on your circumstances.

- Supervisors will help their child prepare resources and be ready for the live session to begin when needed and as is appropriate to each family's circumstances
- Supervisors are encouraged to allow children to interact independently during the morning check in
- Supervisors **will not record** any live sessions
- Supervisors **will not share** or **comment** on any live sessions or recorded lessons through any forms of social media
- In one on one learning time, supervisors will be present in the conversation to support the conversation about the learning and to be visible to the teacher. This supports our staff to ensure child safety.

Teacher expectations

- Teachers will distribute daily schedules to families in advance of their learning time
- Teachers will give an outline of the learning for the day live on Webex at 9.00am each weekday.
- Teachers will discuss with students expectations for behaviour when they are participating in live sessions
- Teachers are expected to continue ongoing formative assessment. Feedback and goals need to be shared with parents and students.



















Helpful tips to prepare your child for online learning

- Have your child in a quiet learning space free from distractions with resources ready to go
- Provide your child with the suggested resources
- Ensure your child sits close to the screen so they can be heard when speaking
- Find a stable (i.e. desk/table and chair) position for your child to work on - moving screens are a distraction for all learners
- Standing over your child's shoulder can be distracting- try to give them the space to engage with the teacher and their peers
- Encourage your child to stick to the suggested routine including break times.

Online Learning

Daily Overview

Note sections with the LIVE symbol are conducted on your classroom link on Webex
 Please remember to only do what has been allocated for that day.
 Please note that lessons have been designed for repeated practice

9:00 – 9:15am LIVE	MORNING CHECK IN Log onto Webex to meet with your teacher	 
9:15 – 10:15am	M A T H E M A T I C S Complete daily Mathematics Learning Task set by teacher on Compass.	   
10 :15am	Fruit Break (2 min snack break)	
10:15 – 11:15am	R E A D I N G Complete daily Reading Learning Task set by teacher on Compass.	   
11.15 – 11.45am	MORNING TEA BREAK Have a snack and take a break	
11.45 – 12:45pm	W R I T I N G Complete daily Writing Learning Task set by teacher on Compass. Including a focus on Spelling and Handwriting.	   
12:45 – 1: 45pm	LUNCH BREAK	
1:45 – 3:15pm	Unit of Inquiry tasks and Specialist tasks	   

Resources Guide

The following list is a suggested guide, we understand that some resources may be expensive or difficult to find so make do in the best way you can. The school understands resources will be shared between siblings.

Suggested home resources:

- Device with internet
- Headphones with microphone
- Workbooks – can be collected from school office
- Pencil case
 - Grey lead pencil
 - Sharpener
 - Eraser
 - Coloured Pencils
 - Coloured Textas
 - Ruler
- Books to read

