

Dear Parents and Carers,

Once again we return to the Remote and Flexible Learning program which our school community handled so admirably during Term 2.

We understand that this will be a challenging experience, however we do recall the stories of success which came from the previous restrictions and we are confident that we can work in partnership to support our young people across all year levels as they navigate uncertain times.

Many of the structures utilised so effectively previously will be retained. This letter is to clarify and reinforce those processes.

### Contact with the school:

Every day the school will have the Principal and/or Assistant Principal available onsite should you require information or support. The school administration will be open from 8:30 onwards via phone or email.

Individual teachers can be contacted through the email feature on Compass.

Any visit to the school in person will need to have been arranged prior via phone or email, unless in an emergency. All persons attending onsite must wear a face covering and go through the front office.

### Contact hours:

- Your child will be contacted daily by a Mentor Group teacher. This will be via a WebEx video call between 9 and 9:30am. If this is not possible then contact may be made via phone call, email or Webex chat. The Mentor teacher will expect to have received contact from your child by 9:30 every day.
- **Students** are expected to be online and accessible between **9:00am and 3:30pm** each day. Every lesson students MUST communicate with their subject teacher via email, chat or WebEx within the timeframe for that lesson. Teachers will record lesson attendance on Compass at the end of every lesson.
- **Staff** (General enquiries) - may be contacted via email for general enquiries between **9:00am and 4:30pm**.
- **Staff** (Direct/timely replies) – Staff will reply in a timely manner during scheduled class times. These times will be indicated in each student's timetable on Compass. Staff may also elect to host a Webex online conference with students on one lesson of each week for each subject.
- **Part-time staff** – Please be aware that many of our staff work part-time. Those staff will be responsive to contact on the days on which they are rostered to work.

Ingrid Barlagen – unavailable Tuesday, Thursday

Jenny Larkin – unavailable Friday

Drew Burgess – unavailable Tuesday, Thursday

Laura Cator – unavailable Tuesday, Thursday

Rachael Castricum – unavailable Monday

Wendy McDougall – unavailable Wednesday

Alex Nelson – Available during Y12 English

Anthea Scott – unavailable Monday

- **Mini-school Leaders** – Mini-school leaders are available for additional support during this time.
  - **Years 7 and 8** – Ingrid Barlagen, Chris White, Storme Bishop
  - **Years 9 and 10** – Lisa Kulane and Alastair Jack
  - **Years 11 and 12** – Ben Appleford and Patricia Broom

## Learning Platforms:

We will use the following methods to contact your child only during the hours indicated above:

### Required:

1. School email (via Microsoft Office 365 web or Outlook, Mail)
2. Compass (provision of learning content and submission of tasks)
3. Cisco WebEx\*

WebEx will not take place every class. This will be indicated via the lesson instructions on Compass.

### *\*If using Cisco WebEx:*

1. Keep microphone muted.
2. If you need to ask a question then un-mute your microphone.
3. If you need to appear by video then please be mindful of the background of your webcam.

4. Edrolo (Senior Students)
5. Education Perfect (Year 7-10 and Language students)
6. Distance Education and VSL contact to continue unchanged from home

### Optional/As required:

Office 365 suite, including Microsoft Teams (group work)  
Google Suite, including Google Drive, Classroom, Hangouts

## Wellbeing Support:

Throughout this time we are aware of the pressures placed on families. If a student requires additional wellbeing support then they are able to access either our School Nurse or School Counsellor via email.

If you wish to refer your child to the BSC Wellbeing team you have a range of options which include submitting a referral form to this address: <https://forms.gle/CkYnZpirJm1toKZd6>

Alternatively you can email our support team as below.

Wellbeing Support Team

[wellbeing@bworthsc.vic.edu.au](mailto:wellbeing@bworthsc.vic.edu.au)

School Nurse:

Sarah Williams

[Sarah.Williams5@education.vic.gov.au](mailto:Sarah.Williams5@education.vic.gov.au)

School Wellbeing Support:

Mel Ivone

[Melissa.Ivone@education.vic.gov.au](mailto:Melissa.Ivone@education.vic.gov.au)

Wellbeing & Engagement Leader

Ash Lawry

[Ashlea.Lawry@education.vic.gov.au](mailto:Ashlea.Lawry@education.vic.gov.au)

## Engagement with learning:

Staff will provide lesson content across each learning area indicated on student's timetables. It is the responsibility of the families to monitor student's commitment to their studies.

## Attire:

Neither staff nor students need to wear uniform while present online, however, both students and staff should be dressed respectfully (as if the individual were going out in public). Sleepwear, offensive graphics or revealing outfits are unsuitable for all parties.

## Managing screen and online time:

We strongly recommend that students gather task instructions and resources from Compass or other online sources then **move them offline**. This may be via copy and paste to a word document but we would prefer that students write instructions into their books.

We are also conscious that many students engage in screen-based activities (gaming) as recreation. As a result of the increase in online learning time we recommend that families review the balance between screen-based learning time and screen-based recreation.

## **Student Work Plan:**

Throughout the shift to Flexible and Remote learning students will operate under a slightly modified timetable, adapted to suit the requirements of the unique environment.

Each student will operate via their timetable as presented on their Compass website and will commence with a Mentor group contact at 9am. Some lesson times may be slightly adapted from their on-site program to suit the requirements of the online delivery.

Senior students will operate with an unchanged program. Individual staff will communicate with students directly regarding whether the lesson will have web conferencing support via WebEx.

Elective (Speciality) subjects will run as timetabled for the beginning of RFL. We will not transition to Creative Designs courses at this stage.

\*Tuesday Session 3 will be reserved as an additional private study session for all students in place of the Enrichment Elective. On occasions Year Level Coordinators may choose to utilise this time to meet online with the whole year group but this information will be emailed to students at the appropriate time.

## **Offline Support:**

Students have been surveyed regarding their internet access and hard copies of work are available to any families needing to work without internet. Families can collect work packs from the school office. It would be advantageous and timely to make contact with the school to arrange a time for collection prior to arrival if this is relevant to you.

## **Technical Support:**

Families will have access to technical support (helpdesk) regarding the use of email, Compass or other sites. This service will be available during business hours indicated above.

Access to this service will be via [helpdesk@bworthsc.vic.edu.au](mailto:helpdesk@bworthsc.vic.edu.au) or for Compass password and log in support try [library@bworthsc.vic.edu.au](mailto:library@bworthsc.vic.edu.au)

## **Students attending onsite:**

Access to supervision on onsite will require parents to complete the attendance request form **each week**.

This will be limited to those who need to attend, as outlined in the information sent. This must be submitted by 3pm on Thursday afternoons so we are able to arrange sufficient supervision. All students working onsite will be required to wear a mask throughout the day, and will be working on their remote learning classes. This form and information is posted on Compass each week. Students need to bring their laptop and lunch and water bottle and will be required to be in full uniform.

## **Careers and Pathways Support:**

Throughout Term 3 all senior students are involved in Course selection and/or Career counselling programs. To support this to occur online we will be hosting information sessions via WebEx, emailing information to students and offering information and support via the BSC Careers website. Bookings with Ms Scott are also available via this site. Parents and Carers are also expected to be active participants in the process.

<https://www.beechworthsecondarycareers.com>

## Daily Schedule

Time	Lesson	Resources
9:00-9:10	Mentor Group	WebEx and/or email
9:15-10:15	<b>Session One</b>	Compass Email WebEx
	Movement break	
10:45-11:45	<b>Session Two</b>	
	Movement break	
12:15-1:15	<b>Session Three</b>	
	Lunch Break	
2:15-3:15	<b>Session Four</b>	

### Technical Support:

For technical support please email:

[helpdesk@bworthsc.vic.edu.au](mailto:helpdesk@bworthsc.vic.edu.au) or [library@bworthsc.vic.edu.au](mailto:library@bworthsc.vic.edu.au)