



# Infant Jesus School



## REMOTE LEARNING PLAN





27 March 2020

Dear Parents,

In line with the latest advice from Commonwealth and WA governments, Infant Jesus School is asking parents to keep children home from school if possible, with the last day of the current term brought forward to April 3. Students who must attend school, for example children whose parents must work or children who cannot be cared for safely, are encouraged to attend and will continued to be taught until April 6.

We are working hard to ensure our teaching and learning continuity plan supports students to engage in remote learning. All Catholic schools across the State have response plans which will now be enacted to provide for the continued delivery of education, with varying remote learning programs best suited to different school contexts.

When school resumes again in Term Two our school climate will look very different. We have attached to this letter a copy of our Remote Learning Assistance Plan which clearly highlights and articulates what this will look like for children at Infant Jesus School. This plan covers our Infant Jesus School Remote Learning Plan and our Offsite Technology Expectations for all students at the school.

Also attached is what students should do to 'Switch on Your Mind' whilst working at home. Please read through these documents and make sure you are familiar with the expectations and various platforms that will assist with the Remote Learning Program.

This is a difficult time for all in Western Australia and it is normal that your children may be feeling anxious or worried. Catholic Education Western Australia remains focused on the care and wellbeing of all students, staff and families and as a Catholic community, I encourage you to pray for the health of all in our communities, especially those who are more vulnerable. If you have any concerns or issues, please do not hesitate to contact your classroom teacher through Seesaw.

Thank you for your continued support during this very difficult and challenging time.

Yours sincerely

Mr Paul Hille  
Principal



## Infant Jesus School Remote Learning Plan

In response to the unprecedented circumstances brought about by the COVID-19 pandemic, Infant Jesus School has developed a remote learning strategy to ensure your child continues to receive the best possible education. Through our strong ICT (information, communication and technology) network and established systems, we have the opportunity to utilise online tools for communication and educational delivery.

### COVID-19 Remote Learning Plan

By following our Remote Learning Plan, your child will have access to teacher instructions related to the learning content for each day.

Our main platforms for remote learning are:

#### **SEESAW:**

- Mr Hille will post a welcome message and prayer on each year level's Seesaw.
- Your child's year level teacher will also post a welcome message by 8:45am each morning detailing the instructions for the day. Students will need to respond to this post in order for the teacher to record their attendance by 9:00am each morning.
- Students may be required to post finished work to Seesaw. The teacher will then mark and annotate the student's work and send it back. Only upload work that is specified by the classroom teacher.

#### **TEAMS:**

- Students from Years 2 to 6 are already part of a TEAMS channel.
- We ask that students use TEAMS as a communication tool only to check in with their teachers for each lesson rather than using Seesaw.
- TEAMS should **only** be used for school related learning and conversation.

#### **ONENOTE:**

- Your child will use OneNote to organise and save work they have completed at home in their class notebook.
- The classroom teacher will deliver learning tasks through the content library and will specify where finished tasks are to be uploaded.

Our Remote Learning infographic outlines eight 'Student Agreements' necessary for effective online learning.





## Remote Learning FAQs

### **Is my child still expected to wear school uniform?**

No, students are not required to wear the school uniform during this time; however, their attire and working space needs to be appropriate. The normal expectations and standards as per the School Behaviour Expectations and Code of Conduct still apply.

### **What if my child is sick?**

Attendance will be recorded by the teacher on Seesaw each day. If your child is sick, you should notify the school via the Connected app. Teachers will inform you in their weekly program.

### **Will my child still complete regular assessments?**

If students are required to complete assessments online, parents are advised to let their children complete these assessments independently.

### **How do I view my child's learning program?**

A weekly/daily outline will be posted to Seesaw each morning by 8:45am.

### **How does my child use Teams?**

Students should be aware of how to use Teams. More information will be provided at a later date.

### **What if I have a poor internet connection?**

Your home internet connection cannot be improved by the school, but a few items that may help are:

- Improve your bandwidth by reducing the usage of other services during class time (i.e. Netflix, Spotify, YouTube, TikTok etc).
- Contact your internet provider to increase your plan speed.
- Turn off video during Video Call and use audio only.

### **Sharing of Information**

It is most important that work provided by the school is **not** shared on any social media platform (TikTok, Facebook, Instagram, Twitter etc), without the approval of the principal.

### **How do I seek help?**

Parents can contact your teacher via Seesaw or email. Students can also contact their teachers via Teams.



# Infant Jesus School REMOTE LEARNING

## Kindergarten - Year 1 Student Agreement



Be sure to check in with your teacher on Seesaw each day by commenting on the daily message. This will show that you are at school.



Teachers from Kindy - Year One are available on Seesaw between 9:00am and 11:00am on school days to answer your questions. If you have any other questions post a question on Seesaw and your teacher will try to reply as soon as possible.



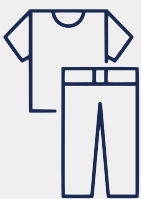
Specialist teachers will be available on Seesaw at a set time for Pre-Primary and Year One each week. This will be communicated through Seesaw.



When uploading work to Seesaw be sure to take clear photos so that your teacher can easily mark it. Only upload what your teacher has requested.



School rules still apply whilst you are working from home - remember to use kind, courteous and polite language. Please do not share school work or resources on social media.



If you are participating in an online call, you need to be dressed appropriately (no pyjamas) and in a suitable working space (not your bed).



Parents may need to assist and support you with your work, but it is important that you attempt your work independently so that your teacher can provide you valuable feedback.



Unless you are sick, you are expected to complete and upload the required work for each day.





# REMOTE LEARNING

## Year 2 - 6 Student Agreement



Be sure to check in with your teacher on Seesaw each day by commenting on the daily message. This will show that you are at school (attendance record).



Teachers from Years 2-6 are available on Teams between 9:00am and 11:00am on school days to answer your questions. If you have any other questions post a question on Teams and your teacher will try to reply as soon as possible. Remember to @ your teacher on Teams so that they receive a notification (e.g @joe.citizen).



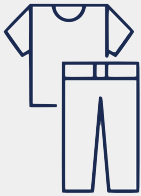
Specialist teachers will be available on Teams at a set time for your grade level each week. This will be communicated through Seesaw.



When uploading work to Seesaw or OneNote be sure to take clear photos so that your teacher can easily mark it. Only upload what your teacher has requested.



School rules still apply whilst you are working from home - remember to use kind, courteous and polite language and only use school based apps for school work.



If you are participating in an online call, you need to be dressed appropriately (no pyjamas) and in a suitable working space.



Parents may assist and support you with your work, but it is important that you attempt your work independently so that your teacher can provide you with valuable feedback.



Unless you are sick, you are expected to complete and upload the required work for each day.



Microsoft Teams



OneNote





# Infant Jesus School REMOTE LEARNING

## Offsite Technology Expectations

### Be Kind and Considerate

- In 'live chats', mute your microphone when other people are talking.
- In 'live chats', turn your camera off if you don't need to be seen by your teacher.
- Turn off notifications and set your iPad to **Do Not Disturb** during learning time.
- Use your headphones when listening to videos.
- Use polite and courteous digital language.
- Ask your family for permission before recording, taking photographs or participating in a 'live chat'.

### Use Technology for Learning

- During learning time only use school apps.
- Use the apps as directed by your teacher.
- Be prepared to share your work with your class.
- Only upload clear photos and videos of your work. Make sure they don't have other things in the background.
- Only post work to Seesaw/OneNote that your teacher has asked for.
- Set your iPad to 'Do Not Disturb' during learning time.



### Be Safe

- Any images, video or work created at school or shared by the school may only be used for school work. It may not be posted on social media (TikTok, Twitter, Instagram, Facebook etc)
- Respect the Privacy of others - don't film, record or join live meetings without telling others in the room that you are recording.
- Only correspond with people that you should be talking to during learning time.
- Only access work your teacher has set.
- If something inappropriate appears, turn off your screen and tell an adult.
- Inform a parent if something makes you feel uncomfortable.
- Never give out personal details online.
- Take regular breaks away from the screen.
- Be aware that all 'chats' or videos are seen by your teacher/principal.

### Appropriate Care for Technology

- Be gentle with your device and headphones.
- Ensure your iPad is charged each day so that you can learn without disruption.
- Don't eat or drink near your iPad.

# #ExpectGreatThings





# Infant Jesus School REMOTE LEARNING

## Switch On Your Mind!

- Wake up with enough time to get dressed and eat breakfast before you need to check in with Mr Hille and your teacher on Seesaw.
- At 8:45am log into Seesaw and watch Mr Hille and your teachers' video. Be sure to tell your teacher that you are ready for school each day by commenting on their daily video on Seesaw.

### Your Learning Space

- Make a set place in your house to complete your school work.
- If you are using a shared space, make sure it is quiet, you are using your headphones and there is an appropriate background when you are recording videos or attending a video chat.

### Your Resources

- Have your learning pack ready.
- Ensure your iPad is fully charged and logged into your school apps.
- Use headphones if possible.
- Only use school apps during school work time - disable notifications from iMessage, TikTok, Instagram etc.

### Your Well being

- Take regular breaks from your learning.
- Remember the 20/20/20 rule - every 20 minutes look at something 20 meters away for 20 seconds.
- Drink lots of water.
- Eat a healthy recess and lunch.
- Remember to move! Get lots of physical exercise and go outside and play!



### Your Presentation

- Get dressed in clothes each morning to tell your brain it is time to learn.
- If you are attending a live Teams Chat or recording a video to submit as work ensure you are wearing appropriate clothing.

### Your Time

- Use your time wisely - complete the set work for each day.
- Remember to submit work on time so that your teacher can mark it.
- Check Teams and Seesaw before posting a question - the solution to your problem may have already been posted.

### Your Manners

- Only use polite, kind and helpful language when talking to others online. If you wouldn't say it in person at school, don't write it online!
- Mute your microphone in Team Chats unless you are being spoken to.
- Submit work that is neat. Your teacher needs to be able to read it!
- Crop photos before submitting it. Ensure the background is clear and appropriate before taking a photo or video.

# #ExpectGreatThings

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🐦 @InfantJesus54

