



Prospect Primary School



Remote and Online Learning: F-6 Parent Guide 2022

In these extraordinary times, we are proud to partner with you to ensure your child's education continues.

Delivering a Remote Teaching and Learning Program

This guide has been developed to support parents and caregivers as we transition and move across to remote learning at home.

Every effort has been made to maintain activities and processes our students are comfortable with.

Keeping our normal school routine as closely as possible will also be very important in assisting your child to continue their learning for as long as we are impacted on by the COVID-19 crisis.

Attending the video conferencing opportunities whether in real time or later in the day (due to several children sharing a device), and completing lesson expectations within the timeframe provided will also help your child feel as though they are keeping up with learning as are all their peers.

It is expected that a parent is sitting alongside their child when a teacher or SSO is engaging in video conferencing with a child to exercise protective practices for both students and staff.

Whilst there are many opportunities for you to assist your child's learning we are not expecting you to teach them. Teachers will continue to design and teach the learning for students. Teachers will be able to provide feedback to learners via the current platforms and speak to your child through Microsoft Teams.

Whole School Communication

Whole school communication will continue with the Skoolbag app, email and Seesaw. Parents and caregivers should ensure they have access to these communication apps to monitor notifications and view important school information.

Access to Teachers

Email response times by teachers to parents / caregivers or student enquiries will be within 48 hours during the school week. Teachers will be available to respond to queries between 8.30am – 4.30pm Monday to Friday. As parents, please ensure that your children are not worrying about their learning tasks after 4.30pm.

Getting Prepared

Our key platforms for delivering remote learning are Seesaw and Microsoft Teams. The learning experience for all students will consist of a balance of video meetings and assigned learning tasks. The central place for information on the learning that students are undertaking in each subject will be via Seesaw and Microsoft Teams. There will be options for questions and feedback via these platforms as well as email.

Obviously, your child will require internet access at home to enable them to participate in remote learning. If others in the household are working from home, it will be worth checking on your data plan with your internet provider.

In order to safeguard the privacy of our students and staff, no part of video conferencing is to be captured by parent/caregivers, nor shared on social media.

Access to Internet and/or Devices

A survey was recently sent home to families with the view for the school to gauge how many families have devices accessible to children for learning. This will enable us to determine which families we need to provide devices to enable children to access the learning.

Establishing routines

The learning experience for Prospect students receiving their learning remotely will be replicating on site learning as much as possible and it will involve establishing some routines. Routines will be critical at this time.

Ideally, students will start their day at 8.50am with a daily check in by their teacher (times to be communicated via Seesaw) using the video functioning of Microsoft Teams. This is an important time of the day where teachers remind students of their program and encourage students to check their timetable. The roll is also taken by the classroom teacher and parents are to advise the school if their child is going to be absent from remote learning on a particular day. (see Absentees page 4)

If your child is not able to access the morning check in please let the class teacher know. We understand that some families require flexibility due to their work commitments.

Students will be contacted by their teacher on some days via Microsoft Teams for small group work, conferencing and small group checking in.

Getting ready for 'school' and supporting your child's learning

Students will need a dedicated workspace to undertake remote learning at home, where possible a quiet area in the home.

We encourage parents to start the day with the check in with their child to be a part of the morning process.

The Prospect PS Mobile Phone and Electronic Devices Policy applies during the remote instruction hours of 8.30am – 3.15pm.

Morning Routine

Starting the Day

Before 8.50am students are to get ready for their learning:

1. Have their device ready for the morning check in

2. Have any materials ie pens, pencils and books ready

Please note: As students will be using their webcam for lessons and check ins, we ask that parents ensure any material visible in the background is appropriate and not creating any issues around privacy for example, remove family photos. Microsoft Teams has a blur background feature.

The School Day

School will run a similar timetable starting the day at 8.50pm and ending at 3.10pm. Class teachers will schedule appropriate breaks for their year level.

Students should be wearing their Prospect PS polo top and appropriate comfortable pants during school hours. This is to help students to feel a sense of belonging and purpose, just like putting on our gym clothes before exercise.

Teachers will remind students of their timetable for the day.

At various times teachers will check in with their class or small groups via Microsoft Teams.

Learning at home - what do students need to do?

At times, a teacher may want to engage in 'live' learning through video conferencing. When this instruction is requested, students must adhere to the following protocols:

- Do not record the video or audio conference. The teacher may do this so that it can be posted to those students unable to be present at that time.
- Teachers will have the ability to mute and unmute students to take turns in speaking and ensure a balanced discussion.
- Students will report to their parents/caregivers or teachers if they believe a peer is being unkind online.
- Students will be respectful of their online learning environment and use it as a learning tool only.
- Students will complete all their learning tasks to their best ability and submit evidence of learning when requested by their teacher.
- Students are expected to follow a daily routine.

Teacher Support

Please encourage your child to contact their teacher directly if they have a question about their remote learning and specific subjects.

Absentees

If your son/daughter will be absent from remote learning please contact the school by 9.00am by telephone, email, Seesaw or Skoolbag.

It is very important for you do this as part of the routine of remote learning. Teachers will be taking the roll each morning as part of the morning check in.

Setting up a learning environment at home

Every home is different. A quiet and comfortable learning space will help your child learn. Some students may have usual places they do their homework. This space might not be suitable to study or learn at for a long time.

The best learning space is:

- **Not** in their bedroom
- A place that can be quiet at all times
- Near strong internet or wifi signal
- Near the items your child needs for learning, including stationery and power points
- Free from trip hazards
- Open, with natural light and without glare
- Set up with a comfortable chair, desk or table.

Online Safety Advice for parents and caregivers

PPS Cyber Safety User Agreement – available on PPS Website

Use parental controls and safe search options

Parental controls can help block your child from accessing specific websites, apps or functions. They can also monitor your child's use of connected devices and set time limits. But beware! You cannot always rely on them — they should be used in combination with other online safety strategies.

- Parental controls are available on most tablets, smartphones, computers, TVs and gaming consoles.
- You can also download family safety controls or buy robust filters out of the box.
- You can set up child-friendly search engines, or select safe search settings on digital devices, to help prevent your child from stumbling across inappropriate sites and content.

Routines and expectations

Setting up expectations and routines will help your child learn. This can be achieved by:

- Maintaining normal morning and evening routines
- Structuring the day with regular mealtimes and bedtimes
- Setting up the day based on their regular schedule or timetable
- Starting the day with a check in
- Encourage regular food and drink break times throughout the day, as well as small breaks for stretching or to move around
- Students are to be physically away from their workspace during breaks
- Checking in with them throughout the day to help them keep focused and on track.

Well-being

Talk to your child.

Make sure everyone understands what is happening. Talk openly and calmly to your child and the entire family about what is happening. Understanding the situation will help to reduce anxiety.

Exercise

Some ways to keep up exercise:

- Physical activity apps
- Dancing
- Floor exercises
- Yoga
- Walking around the garden
- Home exercise equipment
- Playing with the family pet
- Playing with sporting equipment
- Playing with siblings

We will be posting activities / videos to help keep your child active.

Connect with family, loved ones and friends

Encourage your child to keep in regular contact with loved ones, family and friends via telephone or email. This will help them to feel connected and not isolated.

Eat and sleep healthily

Keep regular healthy eating habits and normal bedtime routines. Students need to leave their work space to eat and have a break from their learning during the day.

Key Contacts

Your child's teacher is your primary contact regarding learning tasks, daily class schedule and requirements.

If you have any concerns about your child's wellbeing please contact any of the following leaders:

Principal: Karen Duval – Karen.duval291@schools.sa.edu.au

Deputy Principal: Anita Hall – Anita.hall188@schools.sa.edu.au

Assistant Principal Kylie Kelly – Kylie.kelly589@schools.sa.edu.au

Student Wellbeing Teacher Kerryn Giurastante- kerryn.giurastante955@schools.sa.edu.au

If your child has a verified disability and requires further support please contact:

Assistant Principal Kylie Kelly– contact details as above.

Where to go for support?

It is extremely important to seek out help if you feel you need it. Lifeline is able to offer support to you and listen.

- 13 11 14 will continue to be operating 24 hours a day, 7 days a week
- Lifeline Text 0477 13 11 14 will continue to operate 6pm – midnight (AEDT), 7 nights a week
- Lifeline webchat will continue to operate 7pm – midnight (AEDT), 7 nights a week
- Kids Helpline – for children that may need support 1800 55 180
<https://kidshelpline.com.au>
- Beyond Blue – 1300 22 4636 <https://beyondblue.org.au>

Reputable sources of information

- Australian Department of Health – <http://www.health.gov.au>
- World Health Organisation – <http://www.who.int>
- Smart Traveller (information for Australian travellers)
<https://www.smartraveller.gov.au/news-and-updates/coronavirus-covid-19>

Remote learning Expectations for Students

- Be 'school' ready: dressed in your uniform, neat and tidy
- Mute your microphone and remain muted unless instructed otherwise
- Raise your hand when you would like to speak
- Only use 'chat box' when instructed
- Check your surroundings - Lights are on, workspace is tidy, you are free of interruptions e.g. no pets, siblings
- Use headphones
- Be focused and listen.
- Come prepared e.g notepad, writing tool
- Only share content when instructed
- Abide by Prospect Primary School values
- Be respectful of their online learning environment and use it as a learning tool only.
- Complete all their learning tasks to their best ability and submit evidence of learning when requested by their teacher.
- Remember, The Prospect PS Mobile Phone and Electronic Devices Policy applies during the remote instruction hours of 8.30am – 3.15pm.

Remote Learning at Home - Key Advice for Students

- Take responsibility for your learning
- Establish daily routines
- Adhere to the scheduled daily timetable
- Uphold the values of the school in all our ICT interactions
- Think before you post online, no memes or in jokes
- Store your mobile phone away from your learning space
- Stay hydrated and fueled
- Report any activity that you see as unsafe to an adult or teacher