

**PARENT/CARER/GUARDIAN EXPECTATIONS DURING REMOTE LEARNING**

**Dear Parents, Guardians and Carers**

This term your partnership with your child’s teachers and the College are vitally important, more important than at any other time during your child’s education. Our support to build your confidence and ability to facilitate the College’s Teaching and Learning program is our focus. This term your involvement in the teaching and learning process is much more hands on than generally. It will most likely bring great rewards but also challenges. We are here to help you with the challenges and to share the joy of teaching and learning. Please reach out to your child’s teachers for any support you may need.

Below are some guidelines for you around how to proceed this term, but remember we are here to help whenever you might need it:

Please familiarise yourself with the *Student expectations for Remote Learning* document, which provides more specific information for different year levels.

**Parents/carers/guardians will:**

* Be responsible for the general safety and wellbeing of their children
* Ensure access to a device, including internet connection (please contact Kelli Jacobsen, P-6, or Scott Burton, 7-12, if you need support with this)
* Provide a productive learning space for their child which minimises distractions and promotes focus
* Ensure students are accessing the learning presented through:
  + P - 4: Learning Packs and Compass
  + 5 - 6: Google Classroom
  + 7 - 12: Compass and Google shared drive
* Familiarise themselves with their children’s learning program and how much work needs to be completed:
  + P - 4: Learning Packs and Compass
  + 5 - 6: Google Classroom
  + 7 - 12: Compass and Google shared drive
* Make sure their child knows how to communicate with their teacher
* Communicate with their student’s teachers or Year Level Coordinator via Compass if they have any questions regarding their learning program or if their student is unable to complete their learning on a particular day/period
  + If students/parents/guardians/carers would like to contact teachers by phone they need to request this via Compass email directly to the subject teacher
  + Please be aware that teachers will be working the hours of a ‘normal working day and week’. Even though staff will be online more during the day with classes and meetings, please understand emails and communication will be addressed in a timely manner (within 48 hours) and during business hours.
* ICT:
  + Ensure that their child/ren follows the ICT Acceptable Use Policy at all times when engaging with school portals such as Compass, Edupass email, Google suites and WebEx

\*If you are concerned about any of the online platforms that are being used as part of our Remote Learning program then please contact your YLC

* Negotiate appropriate ways in which they can maintain connections to their peers
* Encourage a minimum period (30 minutes) of physical activity each day
* Encourage mindfulness practice and time away from devices

If at any stage you require support for your student’s wellbeing, please email your student’s classroom teacher (P - 6), Year Level Coordinator (7 - 12) or Jenny Young (Wellbeing coordinator) [young.jennifer.a@edumail.vic.gov.au](mailto:young.jennifer.a@edumail.vic.gov.au)