

**STUDENT EXPECTATIONS DURING REMOTE LEARNING**

**Dear Bright P-12 College Students,**

This term most of you will be learning from home. This is a big change from your normal routine but one that will become more normal over the term. Your teachers will be there to support you through this period and provide teaching resources online or in hard copy for you to continue to learn. Please reach out to your teachers for any help or your support that you may need, we realise this is a big transition for you all.

Below are some guidelines for you around your role as a student during this term:

***Depending on the age and stage of students, they are be expected to:***

* Do their best work when completing tasks
* Do their best to meet timelines and due dates
* Communicate openly with their teachers and raise any concerns or issues
* Continue to abide by Bright P12 College’s behaviour guidelines, positive school wide behaviours and respectful relationships
* Follow the ICT Acceptable Use policy (can be accessed via Compass - Community - School Documentation)

**Prep - Grade 4**

* Students in Prep to Year Four will require a varied amount of parent support when participating in the expectations below given ability to carry out learning tasks and use technology independently.
* Follow a learning routine each day from Monday to Friday. Follow scheduled times for learning according to the information that has been sent how in Remote Learning Guides to the best of their ability.
* With parent support, use Powerpoint Presentations of topics and lessons to continue learning at home. These are accessed through Compass either through a learning task for each subject or uploaded into the News Feed each week
* Be available to talk to their classroom teacher over the phone *at least* twice a week at their scheduled times.
* Seek clarification via email to their teachers if they do not understand a task
* Engage in online activities and complete the set work as per the teachers’ lesson plan in a timely manner (Mathletics, Reading eggs etc)
* Regularly monitor digital platforms for announcements and feedback from teachers, i.e. COMPASS Learning Tasks

**Grade 5 & 6**

* Follow their timetable and classes at the times they are scheduled
* Check Google Classroom at the start of every period for instructions regarding the lesson
* Engage in online activities and complete the set work as per the teachers’ lesson plan in a timely manner
* Access their emails and respond to their teachers when required
* Seek clarification from their teachers if they do not understand a task
* Regularly monitor digital platforms for announcements and feedback from teachers
* Abide by cyber safety and user responsibility guidelines
* Be ready to participate in scheduled Parent/Teacher/Student conferences
* Be ready to participate in scheduled Peer group learning activities
* Touch base with classroom teacher each morning and afternoon for roll call

**Years 7-12**

**Preparation in the morning at home:**

* Follow normal ‘get ready for school’ routine eg. wake up, have breakfast, get ready for school (no PJs!)
* Get dressed in appropriate and comfortable clothing for the school day (eg for PE and movement ensure comfortable clothing and shoes)
* Set up a workstation with a suitable chair and desk/table
* Ensure your workstation is as distraction free as possible
  + Eg. mobile phone out of sight, no food, TV turned off
* Ensure your workstation is neat and tidy and everything you need is within reach
  + eg. computer, folders, pens, highlighters, pencil/eraser, textbook, workbooks, water bottle etc.

**Before Period 1 preparation:**

* 8:45/8:50am - Login to:
  + Compass - check any new news feed items
  + Edupass email
  + WebEx Meetings (details to come)
* 8:55am - Go to your Period 1 Compass class dashboard for lesson plan
* The expectation is that you will be online and engaging with your learning during your timetabled classes, if for any reason you are unable to do this, please let your teacher and/or Year Level Coordinator know so that they can continue to support you
* First class of each subject for the week - please check Learning Task for the week’s overview

**Period 1 - 6:**

* Follow timetable and classes at the times they are scheduled on Compass
* Check Compass Dashboard for the Lesson Plan at the start of every period for instructions regarding the lesson
* Each 50mins of a lesson will include approximately 30 mins of content
  + The remaining 20mins is for students to finish off work, ask any clarifying questions of the teacher, stand up, move around, drink some water and prepare for your next class
* Engage in online activities and complete the set work as per the Lesson Plan in a timely manner
* Submit any set work by the due date and time, by following the instructions of the teacher eg. uploading to Compass Learning Tasks, finalising a document in the Google shared drive
* For each timetabled class the teacher will be present and contactable via Compass/Email/Google
* Students will access and use their school Edupass emails and respond to their teachers when required
* Seek clarification from their teachers if they do not understand a task, through an email to the teacher or the conversation tool on the Learning Task
* Regularly check Compass Newsfeed and emails for announcements and feedback from teachers
* Students need to let their teacher and Year Level Coordinator know if they are unable to be online when a particular class is running

**After Period 6:**

* Students need to complete any homework or Learning Task that has been set and/or unfinished work
* Ensure that you have checked and responded to any communication from your teachers, YLCs or Pastoral care teacher (Edupass emails and conversation on Learning Tasks)
* Ensure you include at least 30-60mins of movement and physical activity in to every day. Your PE teachers will be giving suggestions of activities you can do outside of timetable PE lessons.

**Contacting teachers:**

* 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
* **NB:** Please be aware that teachers will be working the hours of a ‘normal working 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
* If at any stage you require support for your wellbeing, please email your Year Level Coordinator or Jenny Young (Wellbeing coordinator) [young.jennifer.a@edumail.vic.gov.au](mailto:young.jennifer.a@edumail.vic.gov.au)

**Use of ICT:**

* Download all required software needed for learning and know their login details for Compass, Edupass email, the Google Suite and other platforms where applicable such as Mathletics and Edrolo
* Following video conferencing protocols, including:
  + Not make recordings of video conferencing sessions, if applicable
  + Use headphones (where available) for video conferencing sessions
* Adhere to ICT Acceptable Use Policy at all times when using Bright P12 College platforms and ICT during school hours, including:
  + Use respectful and productive language on all online platforms such as Compass, Edupass email, Google suites and WebEx and will not use any explicit or derogatory language towards staff and students
  + Use their own names when logging into all online platforms and not share their login details or video links with other people
* 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