Remote Education Plan

PARENT STUDENT GUIDE

Remote Education:
Parent & Student Guide

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INTRODUCTION

Tatachilla Lutheran College will continue to provide learning opportunities for all students.

The College has a detailed plan for the continuation of learning and our teachers are prepared for Remote Education.

A teacher-parent partnership is necessary in order to engage in virtual learning and to access online resources. This document outlines what to expect and the importance of these relationships.

ROLE OF THE TEACHER

Your child's teacher/s will communicate regularly and provide learning opportunities for students. This will be done in a variety of ways using Seesaw (Junior School), SEQTA (Middle & Senior School), ClickView and Zoom (live video conferencing).

Specialist teachers and learning enhancement staff will also be supporting students through their curriculum lens.

ROLE OF THE PARENT

At Tatachilla Lutheran College we have always emphasised the teacher and parent relationship. When continuing education using Remote Education, the role of the parent changes. While we want students to develop their independence, Remote Education may require greater parental support and involvement than normal home learning tasks. We understand that many families have more than one child to assist in Remote Education and that can be challenging.

Running Remote Education at home is different from a normal school day and provides its own set of issues and challenges, but together we can strive to create the best learning experience for your child. Do not be hard on yourself or what your child is able to achieve. It is expected that half of what would normally occur in a classroom environment will be undertaken in Remote Education. Our staff are anticipating this change and adapting programs as a result.

WHAT TO EXPECT

COMMUNICATION FROM TEACHERS TO STUDENTS

Teachers will all use Seesaw (Junior School) and SEQTA (Middle & Senior School) to schedule learning tasks and projects for their students. Students will be expected to check this daily and to complete all tasks to the best of their ability, meeting deadlines that are set. Students should expect the usual email protocols to apply; teachers may take two working days to respond as they have multiple students and classes to work with, but students may usually hear back from them sooner than this.

If parents and students need flexibility in their household, please let teachers know ahead of time where possible. For example, just as you would if you were at school, if you have an appointment or your family cannot be online at a scheduled time, arrange an alternative time/task with your teacher beforehand.

LEARNING TASKS

Teachers will use a range of apps and programs that you will be familiar with; not all teachers will run their learning activities in the same way, so it is important that students reach out via email to ask questions if they are unsure. Students can; however, expect that every task will be listed in Seesaw or SEQTA; always refer here to view what you need to do during the day.

Learning will look different at home compared to school. Students will need to be flexible and agile to respond to the online environment, but remember, everyone is trying to navigate this new way of learning. You are not in this alone and communication each way is critical to us all feeling a sense of success and peace.

PARTICIPATION IN VIDEO CONFERENCING

You will be requested to participate in video conferencing via Seesaw (Junior School) or Zoom (Middle & Senior School). Students do not need an account and should not create one unless they are old enough to do so. Zoom will need to be installed on devices for Middle/Senior School students which is easily done from here: https://www.tatachilla.sa.edu.au/learning/elearning/self-help-information/self-help-support-ms-ss

EXPECTATIONS OF STUDENTS

VIDEO CONFERENCING ETIQUETTE

Students across the College will also be able to access live video conferencing with their teachers. Students will be expected to adhere to the following etiquette rules for engaging in video conferencing:

- Be appropriately dressed for engaging in conferencing with teachers and peers - College Sports Uniform;

- Avoid eating and drinking when participating in calls; you should be focussed on the learning and discussion, and just as you would not eat and drink in class, you should avoid this when engaging remotely;

- Be polite and respectful to peers and teachers - a video conferencing call may seem more casual, but student engagement and communication will be expected to meet the same high standards as face to face interactions would at school;

- Notify your teacher if you are unable to participate - just as you would be expected to let a teacher know if you are unable to attend a class or activity, the same will be expected for video conferencing (unless there is a known issue around network access). Attendance and participation will be recorded;

- Locating yourself appropriately - finding a relatively quiet space will enable you to focus on engaging with your teacher and peers, but it should also be an open space in your house, not your bedroom; and

- Be aware that your teacher is likely to record video conferencing sessions; if you have a concern about this, please ask your parents to alert them before participating.

GENERAL DIGITAL ETIQUETTE

- Don't expect instant responses from peers or teachers; in these circumstances, they may have other responsibilities that they need to attend to.

- Be mindful of giving personal space and being understanding that your teachers are juggling supporting many students remotely; you may need to wait a little while for a response, and cannot reasonably expect responses outside of normal school hours.

- Be a good Digital Citizen; treat others with respect, kindness and consideration.

ONLINE SAFETY

- Don't accept invitations to join digital platforms or groups unless you recognise your teacher's email address.

- If you experience any kind of online bullying or negative behavior, don't hesitate to reach out to your Home Class Teacher or Year Level Coordinator - they will be happy to help follow up. Provide a screenshot if you can.

- Ensure that you don't post your own personal details or those belonging to others online in any forum.

DIGITAL CONTENT RULES

- Never share content from your teachers on social media or outside of the College; this content does not belong to you, and you are required to respect the privacy of teachers creating content for your use. This is privileged information between teachers and students in our school.

- Respect content shared with you by your peers; do not share outside of your designated classroom digital space, even within the College.

- Always remember that you should be continuing to follow the ICT User Agreement and the ICT Policies; you are still bound by these as a student of Tatachilla Lutheran College even though you are not on school property.

SUGGESTIONS FOR LEARNING REMOTELY

ESTABLISH A ROUTINE

Start to establish a routine as soon as you can; this will help you to adjust and to keep up with your learning workload. Start by checking Seesaw or SEQTA to see what is scheduled for the day. Most likely, your teachers will try to keep to the timetable wherever possible.

It's a great idea to make use of a diary or even to write a schedule each morning; take particular note of any scheduled Seesaw or Zoom conferences as these are live; you can always fit other tasks around these to suit your preference.

Make sure the 'Ready to Learn Checklist' is up and visible in your child's home learning space.

KNOW HOW TO ACCESS INFORMATION

Work out which programs and online spaces your teachers are using, whether that is Google Docs, Seesaw, Zoom, Clickview or other spaces. If you aren't sure, reach out and ask what to expect. Remember that Seesaw and SEQTA is always your first point of reference as the task will tell you where to go to find further details. Make a note of how you'll be accessing your learning for each subject, and share it with your parents - not only can they then provide you with better support, but they'll know what to expect, too.

Consider whether something needs to be printed and if you have a working printer with enough supplies. Most work however will be able to be electronically submitted.

USE GOOD DIGITAL WORK HABITS

Avoid emailing files to your teacher, who will likely have a huge volume of emails from students; instead, upload your file to Seesaw or SEQTA.

Keep your content organised in your Google Drive, saving things to the correct folders as soon as possible. This will help you to remain organised and on top of your workload and will make the transition back to school easy.

HELP FILES

Help files for parents and students are located on our website at
https://www.tatachilla.sa.edu.au/learning/elearning/self-help-information

There will also be a help icon on the SEQTA home page that will also take students and parents to these help files.

TAKING CARE OF YOUR WELLBEING

FIND A BALANCE

Once you've worked out your routine, make sure that you build in time to move away from your screen and your schoolwork. Whilst you'll need to keep on top of your learning, you also need to take care of your wellbeing and find time to switch off and engage in leisure activities. When you finish the school day, try to avoid further screen time if you can and make some time to go outside and get some fresh air and activity as much as possible.

CONNECT WITH YOUR PEERS

Stay connected with your peers however you see fit; give them a call, stay in contact via social media (with parental permission) or schedule a video chat with a group of friends. Remember that they're in the same position as you, which can be a comfort if you're finding remote learning a challenge for any reason.

REACH OUT FOR SUPPORT

Your teachers will be more than happy to help if you're starting to feel overwhelmed or if you are struggling to manage in this new situation. It's normal to feel uncomfortable in this situation; it isn't a usual or familiar one, and being relatively isolated from your peers can have an impact on your wellbeing. Reach out to your parents or peers for support as well and remember that you can access support from our Wellbeing Team.

See the Wellbeing Remote Education for Parents booklet for more information.

CONTACT US

Should the need arise you can contact staff at Tatachilla;

Classroom Learning: your child's class or subject: firstname.lastname@tatachilla.sa.edu.au

Attendance:
absentees@tatachilla.sa.edu.au | Ph: 08 8329 4444

ICT/Technical Support:
ictservices@tatachilla.sa.edu.au | Ph: 08 8329 4466

Teaching and Learning:

Learning Leaders

7-12 Christian Studies: Grant Wildman
7-12 Health & Physical Education: Ben Woodhouse
7-12 Arts: Hannah Marsland
7-9 English/Humanities: Minka Lock
7-9 Maths/Science: Andrew Weiss
10-12 English: Richard Rowe
10-12 Humanities: Susann Phair
10-12 Science: Samantha Shores
10-12 Maths: Kathy Best
Assistant Head of Junior School: Teaching and Learning: Alison Thacker
Assistant Head of Middle School: Teaching and Learning: Caroline Pritchard
Assistant Head of Senior School: Teaching and Learning: Margaret Naylor

Wellbeing and Online Behavioral issues:
Year Level Coordinators and Hub Coordinators

R-3: Stephanie Harvie
Year 4-6: Suzanne Vile
Year 7: Therese Cook
Year 8: Jenna Fowler
Year 9: Christopher McElligott
Year 10: Ashoo Rajput
Year 11: Tom Harms
Year 12: Daniel Krieg
Assistant Head of Junior School: Wellbeing: Lindee Hopkins
Assistant Head of Middle School: Wellbeing: Michael Ebert
Assistant Head of Senior School: Wellbeing: Margaret Naylor

General:

Head of Junior School: John Dow
Head of Middle School: Sarah Hoff-Zweck
Principal: Noel Mifsud