

## Parent Guide Expectations for Online Learning

### Purpose

The purpose of this document is to outline the procedures for continued online delivery of education programs for Avenues College students.

### Aims of the Online Learning at Home Model

- To provide continuity of learning for students who are learning from home.
- To provide a structured schedule for the delivery of online learning that is manageable for both teachers and students.
- To provide paper based options for those students/families who are unable to access an online learning environment from home.

### Delivery of Teaching & Learning

At Avenues we use Google Workspace as our learning management system. Your child can access it at <https://classroom.google.com/h>

#### 1) **Google Workspace** - is the central location for learning management and is used by **teachers** to:

- upload course outlines
- provide class notes containing the learning intention for the lesson, clear instructions, the activities to be undertaken and links to any required learning resources (i.e. videos, presentations, exemplars)
- record homework activities
- upload task sheets, assessment rubrics, scaffolds and due dates for draft submission (if required) and final work submission
- publish summative results and grades
- video calls
- mark the attendance in DayMap for each lesson.

#### 2) **Google Workspace** - is the central location for learning management and is used by **students** to:

- keep up to date with the requirements and expectations of each subject
- submit draft work
- receive feedback on draft work
- submit the final copy of their work for marking
- engage with video calls with class.

Students can login using the following details:

Username:

**Student ID Number + First 3 letters of last name@avenuescollege.sa.edu.au**

E.g. 202223zim@avenuescollege.sa.edu.au

Password:

**School10**

\*Students will have the opportunity to change their password, please ensure you write it down and do not forget if you change.

**If you have a Chromebook, use the same username and password to login.**

**\*Your personal Gmail account will not work with our Google Classroom.**

### 3) Parents/ Caregivers Communication

- Explanation for all absences is as per normal. Contact the school on (08) 8261 2733 or email ([dl.0906.info@schools.sa.edu.au](mailto:dl.0906.info@schools.sa.edu.au)).
- Parents/caregivers will receive a weekly summary via email that shows the subject assignments, due dates and important announcements for each subject. Within the announcements, teachers will include their email address. This will allow you to make contact with the teacher if needed.
- Ensure your child is logged in and on time for Lesson 1 at 8.50am and ready to engage in their daily lessons.

To find out how to use Google Classroom you and your child can watch the following video:

<https://www.youtube.com/watch?v=qSxNLaWm74g>

The subject teachers will add your child to the classes as per their timetable, so your child can start Online Learning. Your child will need to 'Join' (accept) the class and engage with the tasks assigned. There will be an expectation that your child logs in and interacts with Google Meet (Class Video Call). Times of the video call will be announced within the Google Classroom Subject stream.

\*To ensure the safety of students, parents can not login to their child's Google Classrooms.

### Google Meet

Teachers deliver online learning video call during the scheduled double lessons as per the Avenues College line structure. Lessons will run according to student and staff Daymap timetables.

#### Students will:

- join lessons on time
- respectfully engage with teacher and peers (online and personally)
- actively participate in group discussions/collaborations
- be located in designated study spaces for all live lessons

It is recommended students take a five minute break away from screens between lessons and for the entirety of scheduled break times

Students behaving inappropriately online will be removed from the live forums and parents/caregivers will be contacted.

### Timetable

***All students have their laptop charged and ready to begin each day at 8.50am (Lesson 1).***

#### **SINGLE LESSONS**

Students will be required to respond to a question from the subject teacher. This will be posted on the Class Stream for **each single lesson** according to your regular timetable.

**This check in must occur within the allocated lesson time** otherwise the student will be marked as **Unexplained** by the classroom teacher.

If you have any issues with this process, it is advised you contact the teacher by phone/ email or your child can post a comment on Google Classroom. We are here to help.

**\*Care Group Teacher will check this attendance and will contact home if the student is not engaging with online learning.**

## DOUBLE LESSONS

Students are required to participate in an online video conferencing session with your teacher at this time. This time will be used depending on the needs of the class but could include teaching of content, clarifying information or tasks, asking questions, and so on. Subject teachers will let students know via the Google Classroom stream which lesson it will be.

This session will be run using Google Meet via the Google Classroom. Instructions are located for students within the subject Google Classroom.

**Attendance at a video conference is a requirement and non-attendance will be marked as Unexplained, resulting in a phone call home.**

Lesson	Monday Tuesday Thursday Friday
CG	8:40-8:50
1	8:50-9:35
2	9:35-10:20
3	10:20-11:05
R	11:05-11:25
4	11:25-12:10
5	12:10-12:55
L	12:55-1:35
6	1:35-2:20
7	2:20-3:05

Lesson	Wednesday
1	8:40-9:15
2	9:15-9:50
3	9:50-10:25
R	10:25-10:45
4	10:45-11:20
5	11:20-11:55
PC	11:55-12:35
L	12:35-1:05
6	1:05-1:40
7	1:40-2:15

## Protective Practices

To ensure online safety of staff and students:

- All digital contact must only relate to learning.
- No sharing of personal internet locations or email, correspondence of a personal nature via social media, internet postings, or use of private online chat rooms. No sharing of mobile phone details or SMS.

## Supporting your child's wellbeing

Maintaining a stable routine is grounding and reminds students of aspects of their lives within their control. Your own routines and rituals will become important at this time, when some parts of your life are disrupted.

Here are some tips on how to ensure your children are supported:

- Give your children extra attention and reassurance. Where possible, minimise their exposure to media and social media that may heighten anxiety.
- Include your children in plans and activities around the house.
- Maintain routines around sleep and mealtimes as much as possible.

## Additional support

Avenues College Wellbeing Google Classroom

(code) 635i2b7

### Additional Phone Services (for immediate help)

- Kids Helpline 1800 55 1800
- Life Line 13 11 14
- Beyond Blue 1300 22 46 36
- Headspace 1800 650 890
- 1800 Respect 1800 61 44 34
- National Coronavirus Helpline 1800 020 080

### Additional Online Resources Available

- Headspace <https://headspace.org.au/eheadspace/>
- ReachOut.com <https://au.reachout.com/>

Further age appropriate and detailed safety advice is available on:

Commissioner's website – online safety basics

<https://www.esafety.gov.au/parents/skills-advice/online-safety-basics>

## Key School Contacts

Parents and caregivers should make contact via email with the appropriate staff member as soon as any learning or wellbeing issues arise. Parents and caregivers can also contact the College via Telephone: (08) 8261 2733 or DL college email.

### Initial Concerns

- Learning/academic – contact the individual subject teacher
- Attendance - contact the Care Group teacher
- Wellbeing - contact a member of the Wellbeing Team

### Ongoing Concerns

For **learning/academic**, concerns contact the relevant Learning Area Leader or a member of the Executive Team:

- Arts/ Music– Natalie Tragos
- English/ HASS/ LOTE – Molly Hardman
- Health and PE – Brenton Dalby
- Mathematics/ Science – Jen Geyer
- Design & Technology/ Home Ec – Tony Zimbardi
- Centre for Deaf Education – Teresa Maiolo
- Learning Support – Hamish McDonald
- VET/SACE – Emily Coleman
- FLO – Susan Hart
- Aboriginal and Torres Strait Islander Coordinator – Tracy Glazier

Aboriginal and Torres Strait Islander support staff:

- ASETO – Brenda Rogerson
- ACEO – Lisa Rigney

## Student Wellbeing Leaders

- Narelle Christensen Reception to Year 6
- Desi Philippou Years 7- 12
- Mike Haynes (Aboriginal and Torres Strait Islander students and EALD students -Reception to Year 12)

## Executive Team

- Head of Wellbeing B-12 – Mari Terreri
- Head of Primary Years – Jenny Conn
- Head of Middle Years – Jen Geyer
- Deputy Principal/Head of Senior Years – Daniel Lasscock
- Principal - Hamish McDonald

## Technology support

If any problems arise or ICT technical issues occur you can email the College at [dl.0906.info@schools.sa.edu.au](mailto:dl.0906.info@schools.sa.edu.au) and someone will endeavour to get back to you quickly to resolve your concern. Any error message or screenshots showing the problem will help assist in resolving an issue quickly, you can also use the same email address for any other general enquiries.