

LEARNING@HOME

Making sure that student learning continues (should the school be closed) is very important to us. Our plan is to use Microsoft Teams to run student learning through a mix of text-based responses (forms, polls, conversations, etc.), assignments (Word docs, PowerPoint presentations, photos, etc.), links to activities (on other websites, apps, platforms) and live, group video conferences at scheduled times.



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Microsoft Teams is a widely used platform in education and other industries and is well supported on many different devices and operating systems. It also has a lot of functions built-in which helps keep things more consistent for students, rather than jumping between a huge range of apps.

Students will be expected to continue contributing to group conversations, completing activities and submitting work while at home. Daily and weekly schedules will help guide the timing of all these. Teachers will use a variety of methods to provide timely feedback.

We also recognize that an overuse of screen-time can be an issue, so making sure that movement, fresh air, social connection, and creative play are part of your child's daily schedule is also in our planning.

Our current plan is to use this digital approach for all Year 2 – 6 students. We also understand that developmentally, Year 2 students are right on the edge of being able to work at this level. For the rest of the term we will be using our classroom time to specifically help prepare them for this with practicing logging in and using Teams. However, they will need your help to transfer their knowledge from using a class computer to whatever device and digital platform you use at home. Should it prove too challenging for the Year 2 students to use this form of learning, we will revert to the same methods that will be used in Prep and Year 1.

Teams will give your children access to "texting" one on one. Although the College can see these conversations if we look, we will be relying on parents to supervise the use of technology. Please ensure that you children only use Teams when they are actually interacting with their class and doing schoolwork.

This checklist might be helpful to prepare your child for success when learning at home.

SETTING UP

- Designate a study zone within your communal family area (not bedrooms, or other private spaces) and it should be well-lit, not too hot or too cold.
- Limit chances of noise, distractions and interruptions.
- Suitable study-music playing softly may reduce distractions.
- Provide adequate supplies, such as pens, pencils, paper, etc.
- Provide water or non-sugary drinks and healthy snacks – learning is hard work!
- For **Years 4-6**, make sure the **iPad** is charged up overnight and connected to the home Wi-Fi & internet.
- For **Years 2 & 3**, please make a **device** (tablet, laptop, computer) available for your child to use; that is fully charged and connected to your home Wi-Fi & internet.
- If using an iPad or Windows computer, download and install the Microsoft Teams **app** (from either the iOS App Store or the from the Microsoft [website](#)). The app provides the best experience.
- If using another type of device where there is no app installation possible (or desired), Microsoft Teams can be accessed through a modern browser: teams.microsoft.com
- Sign into Teams (either in the app or website) using the student College email address: username@students.pvcc.vic.edu.au (the username is a combination of the student name and ID code > eg. Bob Blacksmith, ID 12345 would be "black12345").
- Then, type in the password (the same password the students would use to log into one of the College's computers)
- If there are multiple people using the same device, remember to sign out and in each time the device changes hands to prevent students accidentally posting in their sibling's class. Good practice is for each user to have their own separate login/profile on a shared device. This also helps protect your data as well!

MANAGE LEARNING TIME

- Establish a routine to help establish good study habits. This includes walking up, breakfast, shower, etc. and going to bed at regular times. For consistency, it may be helpful to follow the schedule of how a school day would normally play out.
- Devise and discuss your expectations for learning at home with your children. Print this list, post it in the study area, and refer to it when appropriate. Expectations could include:
 - Work quietly and do your best.
 - Say no to distractions.
 - Take regular breaks. Stand up, breathe deeply, stretch, rest eyes, and take a sip of water.
 - Complete each activity, assignment and task in full.
 - Ask for help if the work is too hard or too easy.
 - Check into Microsoft Teams at the beginning of each day.
- Stay close to monitor and be available to help.
- Set rewards for focus and balance learning with family time, creative time, hobbies, etc.

WEEKLY LEARNING SCHEDULE & CYBERSAFETY

- Teachers will provide a weekly learning schedule in advance. Most of the learning will be flexible so that you can help manage the activities and tasks in the middle of your family schedule and needs. However, there may be scheduled times throughout the week when the teacher could be conducting a whole class or small group video conference and it will be important that your child attend these as promptly as possible.
- For child safety reasons, teachers will stop video conferences should less than three students appear in the conference within a reasonable amount of time. Video conferences will be scheduled in advance and always with more than three students expected to attend.
- It's important that students visibly appear to be located in a public/communal space within the home (e.g. not a bedroom), that the camera is placed on a solid surface, not handheld, and positioned at head level with the focus on the face. Students need to be dressed appropriately for public interaction (e.g. not pajamas).
- During video conferences, it would be helpful if you or another adult could occasionally be seen in the background, perhaps walking past, etc. You are also most welcome to sit in on the conference.
- Should there be any technical issues (app installation, sign in, etc.), please email: helpdesk@pvcc.vic.edu.au
- If you have any queries regarding the learning, please email the class teacher.
- Students should not be privately messaging each other or the teacher using Teams.** Students should use the class conversation within Teams to communicate. Teachers will *not* respond to *private* student communication either via text, audio or video methods.
- While teachers can monitor any "chats" within the class context parents will need to supervise and monitor device use and communication just as you do at other times.
- Be advised that all content on Teams or email (including private chat messages) are recorded and stored, and can be accessed by the College in the event of a cybersafe incident.
- We have been talking to students about cyber use and all communication (text, image, document, audio or video based) needs to be work focused and should pass each of these standards:
 - Is it kind?
 - Is it safe?
 - Is it fair?
 - Does it serve God?

Please know, the College staff are working very hard under significant pressure to take schooling from one mode to another in a short period of time. We know you are also feeling that same pressure and as parents you are also dealing with other personal and work pressures. It is our desire to use our partnership between home and school to do the very best for your children in unusual circumstances. We are all in this together.

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