



# St Clare's College

23 March 2020

Dear Parents/Carers

The Premier's message today is that schools will remain open, however parents are encouraged to keep their children home. In light of this statement, as of Tuesday 24 March, all learning provided will be via the Remote Learning Platform. The College will be open for students who are unable to remain at home. However supervision only will be provided and all learning will take place via our Remote Learning Platform. No formal face to face lessons will be conducted.

The following provides a detailed and prescriptive outline of the processes that the College has in place for Remote Learning at St Clare's College.

St Clare's is well positioned for the delivery of remote lessons and the setting of work online. We currently use G Suite for Education which includes Google Classroom. Mathematics students in Years 7-9 have access to the Maths Pathways learning platform and this will continue along with other learning opportunities. In addition to this there are a number of other online tools currently used to support learning at the College. Staff have also trialled the use of Zoom for video conferencing. As the College engages with alternate, remote modes of learning teachers may utilise some or all of these platforms to support learning in online spaces.

In addition to this the College will continue to use our normal communication tools such as the College Website, Sentral, Skoolbag, the Newsletter and email to communicate with parents and students.

The College has put together some processes and procedures for students to access learning remotely and sign up to lessons. This can be found in the Student Remote Learning document shared with students. Please familiarise yourself with this document and the expectations outlined in it. Students and staff have already engaged in a trial of the tools and processes in this document.

While we will endeavour to ensure that disruptions to student learning are kept to a minimum, it is important that we work in partnership with parents and guardians to ensure that learning is occurring. As such we ask that you read this document carefully and discuss with your daughter the expectations that are in place in relation to remote learning.

## **Assessment**

The College has outlined the processes in place in relation to assessment. Please see the correspondence entitled [Teaching, Learning and Assessment](#) dated 19 March. Further updates will follow from the Director of Learning and Teaching.



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## Parent responsibilities during remote learning

Provide support for your daughter by:

- Ensuring you are monitoring your daughter's attendance and in lessons by checking Sentral regularly
- Establishing routines and expectations
- Defining a space for your daughter to work in
- Monitoring communications from teachers
- Beginning and ending each day with a check-in
- Taking an active role in helping your daughter process their learning
- Encouraging physical activity and/or exercise
- Checking in with your daughter regularly to help them manage stress
- Monitoring how much time and the nature of the activities your daughter is engaging in online
- Keeping your daughter social, but set rules around their social media interactions

## Student responsibilities during remote learning

These responsibilities should be adjusted according to the specific needs of your daughter:

- Attending all lessons as outlined on the students timetable and/or indicated by the relevant teacher
- **Attending lessons in their College uniform (sport uniform or summer uniform)**
- **No Zoom lessons can occur in bedrooms**
- Establishing and/or following a daily routine for learning
- Identifying a safe, comfortable, quiet space in the home where they can work effectively and successfully
- Regularly monitoring digital platforms and communication. (G-Suite for Education and particularly Google Classroom, Maths Pathways, Sentral, email, etc.) to check for announcements and feedback from teachers
- Completing tasks with integrity and academic honesty, doing their best work
- Doing their best to meet timelines, commitments, and due dates
- Communicating proactively with their teachers if they cannot meet deadlines or require additional support
- Collaborating with and supporting their classmates in their learning
- Complying with the College's [Responsible Use of Technology and Mobile Phone and Devices Agreement](#)
- Seeking out and communicating with school staff as different needs arise

## Establishing routines and expectations

Students should as much as practicable follow their school based timetable for their learning. They have established a Zoom/Attendance timetable and they are required to follow this each day. This includes regular breaks for activity, eating and drinking. In the activity breaks it is important that students get up and move around. PDHPE lessons will become very important and staff have been preparing physical activities that students can undertake should they need to remain at home. From the first day you will need to establish routines and expectations. Using the timetable you should set regular hours for school work.

Keep normal bedtime routines and manage distractions in the online space (especially social media).

It is important that you set these expectations for how your daughter will spend their days starting as soon as remote learning is implemented, not several days later after it becomes apparent she may be struggling with the absence of routine.



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## Setting up a learning environment

Create a quiet and comfortable learning space. Your daughter may have a regular place for doing homework under normal circumstances, but this space may not be suitable for an extended period of time.

A space/location for extended learning should be a place that can be quiet at times and have a strong wireless internet signal, if possible. Above all, it is important that you are able to monitor your daughter's learning. A reminder that no Zoom lesson can occur in a bedroom.

## Wellbeing

As indicated in our upcoming newsletter, the challenge for us as we move down the remote learning pathway will be to ensure our students don't feel a sense of isolation and dislocation. We want them to know that we are here to support them and that we will continue to journey with them as they learn, no matter what the platform in place. It is important that as we use words such as "social distancing" and "isolation" we are conscious of what that means for a generation who are already less connected physically to each other than any other. As such it is imperative that we are promoting genuine human encounters via our remote learning options and that we are ensuring there are opportunities for students to connect and communicate with teachers and each other. Being confined to home for an extended period of time can cause stress and conflict. Tips for looking after your daughter include:

- Talking to your whole family about the infection. Understanding the situation will reduce anxiety. Further information: [Harvard Health Publishing](#)
- Help your daughter to think about how they have coped with difficult situations in the past and reassure them that you will cope with this situation too. Further information: [10 Ways to Develop Resilience](#)
- Exercise regularly. Options could include online dancing, floor exercises, yoga, walking around the backyard or using home exercise equipment, such as a stationary bicycle, if you have it. Exercise is a proven treatment for stress and depression. Further information: [Fitness Blender](#) and [Do Yoga With Me](#)
- Encourage your daughter to keep in touch with family members and friends via telephone, email or social media (where appropriate).

Students have also been provided with a range of strategies to support their wellbeing. This can be found in the Student Remote Learning document.

If you would like your daughter to attend school for supervision please complete the [Student Supervision Form](#).

The College is here to support you and your daughter during these challenging times. As a community, if we work together in partnership and maintain our faith we can remain hope filled and ensure a positive outlook for our students.

Yours sincerely

**Antoinette McGahan**  
College Principal

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Deputy Principal