WODONGA SENIOR SECONDARY COLLEGE

Every Student, Every Opportunity, Success for All

REMOTE LEARNING GUIDE FOR FAMILIES

Eligibility to Attend School

Wodonga Senior Secondary College will continue to provide on-site supervision for students whose health and safety would be at risk without access to a supervised environment. Given the age of students in Year 10 to 12 deems them able to remain at home, without supervision, only vulnerable students will be permitted to undertake their remote learning on-site.

Parents and carers who require their child to attend on-site learning will need to complete an On-Site Attendance Form in the week prior to their child attending on-site (this form needs to be completed weekly and can be found in this pack).

Process for Student Attendance Onsite at WSSC
- BY 3PM THURSDAY: Parents or carers to provide application form and evidence for required days/times the following week.
- School determines the request meets the threshold of the student being on-site.
- BY CLOSE OF BUSINESS FRIDAY: School to confirm arrangements with parents/carers.

Please note:
- To ensure fairness for all students, those who attend <u>will not receive additional tuition to the remote learning program.</u>
- Please note for health and safety reasons, students will be supervised in the library for the whole day, including recess and lunch breaks.
- Students will need to provide their own food and water bottle as <u>the canteen and bubblers will not be in operation.</u>

Communication During Remote Learning

Staff will be continuing to contact your child and yourself regularly to:
- Support student Health & Wellbeing.
- Facilitate teaching & learning.
- Support individualised tuition.
- Support student pathway and career development.

To facilitate this, the College will continue to use official College accounts and tools below:
- Telephone.
- Emails.
- Parent Portal (including App).
- College Website.
- SMS.
- Mailed letters.

To assist in remote learning we have introduced **Microsoft Office 365 Teams**. Students and staff will be engaged online in a group setting to share information via document collaboration, team chat and video conferencing. Please see attached 'Office 365 Information Pack for Parents' which provides advice concerning the safe and responsible use of this platform. Microsoft Privacy Statement can be viewed at this website https://privacy.microsoft.com/en-ca/privacystatement#-mainenterprisedeveloperproductsmodule.

Please direct any concerns to the College on 02 6043 7500 or seniorcollege@wssc.vic.edu.au.

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School Hours

During remote learning, the school will continue to operate remotely.

Reception staff can be called between the hours of 8.30 am and 4.00 pm. If you would like to contact a staff member, please call Reception on 02 6043 7500 and your calls will be forwarded as appropriate.

Teachers will be teaching their scheduled timetabled classes during remote learning and will endeavour to respond to phone call and email queries as soon as possible between 8.30 pm to 4.30 pm.

Financial Support

We understand at this time families may be under additional financial strain. We encourage those facing financial difficulties in relation to the facilitation of online learning to contact College Staff to discuss options available.

Staff Working Remotely

Our teaching staff will continue to deliver the scheduled timetabled classes online whilst working from home. There will only be a skeleton staff at school including the Leadership Team. Any eligible student who attends school will continue to do remote learning under supervision. <u>To ensure fairness for all students, those who attend will not receive additional tuition to the remote learning program.</u>

Year 12 Students

Our Year 12 students are advantaged in that they have been undertaking our 2 ½ year VCE/VCAL program which has placed them in a better position than students undertaking a 2 year program.

Whilst we are all unclear of the timeframes the current restrictions will be in place, rest assured the College and the Department are looking at measures to ensure that future pathways will not be compromised.

Remote Learning Arrangements and Expectations for Student Learning

- Students are expected to be learning online from home as per the remote learning timetable.
- All coursework is documented and accessible through our SiMs program.
- All timetabled classes will be delivered through Microsoft Teams;
    - o All students can expect their teachers to provide direct engagement at the start of each of their timetabled classes two times per week.
    - o The remainder of class time will generally be used by students to work on set tasks while teachers follow-up individually.
- It is expected that there may be some disruption to assessment. Any changes will be communicated by Teachers.
- Graduate Program teachers will make contact with students to check on their wellbeing and engagement during remote learning.

- Business-like Environment; Students must be working from an appropriate space (i.e. desk/table and chair) and in appropriate clothing.
- It is an expectation that students attend all timetabled classes. If a student is too sick to attend online classes, please inform the school via the School Portal. Attendance in online classes will be taken daily by teachers and unexplained absences will be sent as an SMS to parents/carers as per normal process.
- The expectation is that all students should have taken their learning materials home. If your child was unable to do this, please contact Reception on 02 6043 7500 to arrange a suitable time to collect materials.
- Students undertaking work placements will need to communicate with their workplace as to weather this can continue.

Teachers Absent During Remote Learning

For various reasons, teachers may be unavailable to deliver a remote learning session. Daily (at 8.40 am) the College will email all students a list of any teachers who are unavailable to deliver a session. In this instance, students are required to continue self-directed learning for the timetabled class. Where extended absences are known, the College will ensure alternative arrangements are put into place.

Parent/Carer Online Learning Responsibilities

The Department of Education has reminded schools that the parent/carer is responsible for students' general safety at home or elsewhere.

Please note that while your child is away from the College the internet content filters that are applied on the school network are not applicable.

Who Can I Contact to Support My Child?

- For class and curriculum related queries, please contact the class teacher.
- For wellbeing concerns, please contact the Graduate Program teacher or relevant House Leader.

You can access relevant teacher names and email addresses through the School Portal. Alternatively, please email seniorcollege@wssc.vic.edu.au if you are unsure.

Support for Wellbeing During Remote Learning

The College's student wellbeing services will continue to operate during school hours. **Students can access** wellbeing advice for students and families via **SiMs – Health & Wellbeing https:// sims.wssc.vic.edu.au/SiMs/Site/Modules/Widget/719/61957.**

Parents/Carers who are worried about their child's wellbeing can still contact Graduate Program teachers or House Leaders to discuss their concerns, by phoning the school on 02 6043 7500.

Students who are already engaged with wellbeing can communicate with their allocated worker during school hours by email, text or phone call.

Included in this pack is "Headspace: How To Cope With Stress Related to COVID-19". This document includes:
- Tips to maintain a healthy headspace during this time.
- Common reactions.
- Where else students can get help.

The Doctors in Schools program will continue to operate for students of Wodonga Senior Secondary College. However, appointments will be either by phone or at the Federation Clinic with Dr Jess. To make an appointment with Dr Jess text 0401 264 256 for an appointment, leaving your name, phone number and school.

Always call 000 in an emergency.

Students Without Internet and/or Notebook at Home

If your child has any issues accessing a computer or the internet, please contact the College on 02 6043 7500 or servicedesk@wssc.vic.edu.au.

Information Communication and Technology (ICT) Support

We understand that there will be an increased reliance on ICT during this period. Please be assured that the Senior College's Information Communication and Technology (ICT) Team will be accessible during this time to support student ICT issues. They can be contacted directly on 02 6043 7550 or servicedesk@wssc.vic.edu.au.

In the event there is an interruption to an ICT service, notification will be communicated to the school community via all available communication platforms.

Permission to Publish Photos/Recording

The College would like to celebrate publicly some of the achievements and activities that occur during remote learning. To do that, the College will need written permission from parents/carers to publish images and recordings of students in remote learning. Unfortunately, our normal photo and video permission forms do not cover this situation.

A written permission form is included in this pack. It can be completed, scanned (or photo) and emailed to seniorcollege@wssc.vic.du.au

Remote Learning – Supporting our students

The structure for Remote Learning at Wodonga Senior Secondary College is designed to balance the following student needs to ensure that every student is supported to be successful.

Mental health & wellbeing	**Safety & security**	**Physical health**
Connectedness & community	**Student needs in remote learning**	**Engagement with learning**
Metacognition & self-regulation	**Academic learning & growth**	**Aspirations & pathways**

Remote Learning – Student Timetable

	Monday	Tuesday	Wednesday	Thursday	Friday
8.55am-9.55am	Virtual classes (E)	Virtual classes (F)	Virtual classes (D)	Virtual classes (B)	Virtual classes (C)
9.55am-10.35am	Screen free break				
10.35am-11.35am	Graduate Program Virtual Class	Virtual classes (C)	Virtual classes (B)	Graduate Program Scheduled Assemblies	Virtual classes (F)
11.35am-11.55am	Screen free break				
11.55am-12.55pm	Virtual classes (D)	Virtual classes (A)	Health & wellbeing afternoon	Virtual classes (A)	Virtual classes (E)
12.55pm-2.05pm	Lunch break				
2.05pm-3.20pm	Independent learning time	Independent learning time	Health & wellbeing afternoon	Independent learning time	Independent learning time

Virtual classes – Students and teachers connect via MS Teams for one-hour sessions starting at the same time as the regular timetable. This includes up to 30 minutes of direct teaching and the remainder in collaborative learning facilitated by the classroom teacher.

Independent learning time – Students work independently on home study and revision for their classes. Students may choose to complete this work at alternate times to allow them to fulfil other roles and take care of themselves. Teachers use this time to provide feedback to students using MS Teams and SIMS.

Health and wellbeing afternoon – Students are strongly encouraged to take a break from screen time in the middle of the week to refresh and recharge. Teachers use this time to provide feedback to students using MS Teams and SIMS.

Screen free breaks and lunch break – Students and teachers are strongly encouraged to ensure that they take regular breaks during screen-based learning. Student Leadership Council will run activities for students during lunch breaks to support student connection, health & wellbeing.

Graduate Program – Students join their Graduate Program class using MS Teams every Monday. Graduate Program teachers check-in with each student individually during the week to ensure they are supported and connected during remote learning.

Scheduled virtual assemblies – House and Year Level assemblies will be run using MS Teams as required during Graduate Program on Thursdays.

Note: Some Trade Block classes and the Tutorial Program will continue to run on a different schedule. Students involved will be contacted directly.

Remote Learning – Detailed Session Guide

Session	Student Need Focus	Students	Teachers
Virtual Classes	Engagement, Academic Learning, Metacognition	Students and teachers connect via MS Teams for one-hour sessions starting at the same time as the regular timetable. This includes **up to 30 minutes of direct teaching** and the remainder in collaborative learning facilitated by the classroom teacher. Attendance is recorded on SIMS for each class.	
Independent learning time	Academic Learning, Metacognition	Students work independently on home study and revision for their subjects. **Formal classes do not run at these times. Additional classwork is not set for this time.** Students may choose to complete this work at alternate times to allow them to fulfil other roles and take care of themselves. Attendance is not taken for this session.	Teachers use this time to provide feedback to students using MS Teams and SIMS. **Additional class work is not set for students to complete during this time – it is focused on independent home study and revision.** Specific support and conferencing sessions may be run for students as applicable, including existing support programs.
Health and wellbeing afternoon	Wellbeing, Physical Health	Students are strongly encouraged to take a break from screen time in the middle of the week to refresh and recharge. Attendance is not taken for this session.	Teachers use this time to provide feedback to students using MS Teams and SIMS.
Screen free breaks **Lunch break**	Wellbeing, Physical Health	Students and teachers are strongly encouraged to ensure that they take regular breaks during screen-based learning. The Student Leadership Council will run activities for students during breaks to support student connection, health & wellbeing.	
Graduate Program Virtual Class (Monday)	Wellbeing, Connectedness, Engagement, Pathways	Students join their Graduate Program class using MS Teams every Monday.	Teachers run a virtual session at the start of the scheduled Monday Graduate Program class using MS Teams.
Graduate Program Check in and Optional Programs (Thursday)	Wellbeing, Connectedness, Engagement, Pathways	Students will be contacted by their teacher during the week to ensure they are supported and connected during remote learning. Attendance is not taken for this session. Optional programs to support students may be offered in this time. Where applicable, students will continue with Impact Projects to support their pathways.	Graduate Program teachers check-in with each student individually during the week. Optional programs to support students accessed via external partnerships may be offered in this time.
Scheduled virtual assemblies	Connectedness, Engagement, Pathways	House and Year Level assemblies will be run using MS Teams as required during Graduate Program on Thursdays. Students will be notified in MS Teams when an assembly is scheduled.	

Note: Some Trade Block classes and the Tutorial Program will continue to run on a different schedule. Students involved will be contacted directly.

Wodonga Senior Secondary College

ON-SITE ATTENDANCE FORM

Student/s name:	
Student/s date of birth:	
Student/s year level:	
*The Victorian Government has stated that all students who **can** learn from home **must** learn from home.*	I am requesting that my child attend on-site schooling. By submitting this form, I declare that my child is well and I will collect my child as soon as is practicable upon the request of the school if my child becomes unwell. Is your child anaphylactic? YES / NO

Dates required:

Please note you need to complete this process weekly to ensure adequate staffing on-site.

Day	Date	AM, PM or ALL DAY
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Given the Department's advice that all students who **can** learn from home **must** learn from home, explain why your child **cannot undertake remote learning at home**: (please attach relevant documentation e.g. letter from your employer).

Emergency contact details:

Parent/Guardian name: _____

Signature: _____

Date: _____

Received and Processed by……………………….… on (date)……………………………………..

PARENT TIPS FOR REMOTE LEARNING

Establish Routines and Expectations

Remote classes will continue to run at their scheduled timetabled time. We are expecting that most teachers will deliver a short 15-20 minute introductory lesson, followed by independent work and Q&A with teachers via MS Teams.

- Start and end each day with a check-in.
- Encourage regular exercise breaks.
- Encourage healthy eating habits and drinking enough water.
- Keep normal bedtime routines.

It's important that you set these kinds of expectations as soon as learning from home begins, rather than several days later if you notice a child is struggling without a routine.

Providing a Space for Your Child to Work In

We recognise that every home is different. Where possible, it's important to provide a quiet and comfortable learning space. Your child may have a regular place for doing homework under normal circumstances, but this space may not be suitable for an extended period of time. For some families, having all children around one table may work best.

Where possible, extended learning should take place in a space your family shares. For example, a lounge room or dining room. These spaces are preferable over a bedroom, where:

- It can be isolating for your child.
- Supervision can be more challenging.

It should be a place:
- That can be quiet at times.
- That has sufficient lighting.
- That has a strong internet signal, if possible.

Monitoring Communications from Teachers

We have in place multiple tiers of communication with both parents and students during Remote Learning.

Parents and students will be responsible for:
- Monitoring digital platforms and communication often to check for announcements and feedback from teachers
- Monitoring and meeting timelines, commitments and due dates
- Communicating proactively with their teachers
- Ensuring all online behaviour complies with the WSSC acceptable use agreement

Checking in With Your Child Often

We encourage you to start and finish each day with a simple check-in. These check-ins can be a regular part of each day.

In the morning, ask:
- What classes do you have today?
- What are your learning targets or goals?
- How will you be spending your time?
- What resources do you need? What support do you need?

In the afternoon, ask:
- What did you learn today?
- What was challenging? You could come up with a strategy to deal with the same problem if it comes up again.

Novel Coronavirus (COVID-19)

how to cope with stress related to COVID-19

headspace
National Youth Mental Health Foundation

It can feel stressful and overwhelming during an event like the outbreak of the Novel Coronavirus (COVID-19) and we can all be affected differently.

You might feel overwhelmed by the information, conversations and the increased levels of stress in your community. It can be hard to know what information to trust especially in a situation where things are changing so quickly. It can be helpful to keep up-to-date but it's also okay to switch off from the 24 hour media cycle if this is getting too much.

During this time some things in your life may be affected by attempts to contain the spread of the virus. You may have been looking forward to a gig or a trip that's been cancelled. You may be affected by school, uni or your workplace temporarily closing. Or you may have a loved one who is directly affected by the virus.

It's important to find the right level or type of support for you. And keep in mind that the type of support you may need can change as time passes. For many people staying connected to family and friends/loved ones is important.

Tips to maintain a healthy headspace during this time

1 Be mindful of exposure to information through stories, traditional and social media.
It can be helpful to take a break from the 24-hour news cycle

2 Do things that make you feel safe and connected, and be with those who are helpful to your wellbeing

3 Engage in activities that promote a sense of calm and feeling grounded (use of alcohol and other drugs can be counterproductive with this)

4 Our **7 tips for a healthy headspace** demonstrate simple and effective things that can help people to create and maintain a healthy headspace, irrespective of whether they have been affected by COVID-19 or not

5 It can help to talk with a trusted adult if it all feels a bit much.

✋ Please note

The latest medical information is changing on a daily basis. If you suspect you are at risk, or would simply like to understand COVID-19 more, please visit the Department of Health's website.

health.gov.au

Common reactions

Fear and anxiety

At this time you might experience feelings of fear or anxiety. You might be worried about the virus and how it might affect you, your loved ones or your life.

Anger, frustration and confusion

It can be difficult to understand what to do in these situations because of the volume of different information available. This might feel confusing and frustrating, this is normal. Events like these can reduce the things we normally do in our days and that can seem unfair. This might make you feel frustrated or angry.

Sadness

If you've been asked to stay at home or stop your normal activities you might feel disconnected from important people or things in your life. This might make you feel sad or bored.

Denial

When bad things are happening, some people might prefer not to think about them at all. This might be helpful to start with, but our feelings can catch us by surprise later on. It's OK to distract yourself, but also find some time to think about what is happening and how you're going.

- - -

If you start to notice that you are experiencing these things, it is important to remember that these are normal reactions to a not normal time. During this time it is important as best as possible to keep engaged with the activities that support your wellbeing. You might need to get creative in how you continue to do them.

When should I get help?

If you ever feel unable to cope because of overwhelming or intense emotions, or if you have any thoughts of harming yourself, then ask for help immediately.

National 24/7 crisis services

- **Lifeline:** 13 11 14 or lifeline.org.au
- **Suicide Call Back Service:** 1300 659 467 or suicidecallbackservice.org.au
- **beyondblue:** 1300 224 636 or beyondblue.org.au

Additional youth support services

- **headspace:** visit headspace.org.au for eheadspace or more information
- **Kids Helpline:** 1800 55 1800 or kidshelpline.com.au
- **ReachOut:** reachout.com
- **SANE Australia:** 1800 187 263 or sane.org

Talk with a trusted adult, such as a parent, teacher, school counsellor or find out if there is a headspace centre near you.

Speak to your local doctor or General Practitioner (GP) and help make a plan for your recovery. Or you can search for a health service and GP on healthdirect.

headspace

STUDENT'S ACCEPTABLE USE OF
INFORMATION COMMUNICATION AND TECHNOLOGY

Students will be required to agree to the following when they logon to their student notebook:

Through the increased access to digital technologies including, internet, apps, computers and tablets students will be able to appreciate the benefits of remote learning. We are requesting all students when using digital technologies, students behave in a way that is consistent with our College's CARE values.

Student actions which breach the behaviour standards of our College (including cyberbullying, using digital technologies to harass, threaten or intimidate, or viewing/posting/sharing of inappropriate or unlawful content), will result in several consequences which will depend on the severity of the breach and the context of the situation.

This includes:
• Removal of network access privileges.
• Removal of email privileges.
• Removal of internet access privileges.
• Removal of video conferencing privileges.
• Other consequences as outlined in the school's Student Engagement and Bullying Prevention policies.

Referral of any suspected illegal online acts to the relevant law enforcement authority for investigation.

Our commitment is to provide students with the opportunity to benefit from digital technologies to support and enhance learning and development at this time. Remember the CARE values Care for Relationships, Achievement through Aspiration, Respect & Resilience, and Engagement.

Contact the College if you would like a copy of the full policy.
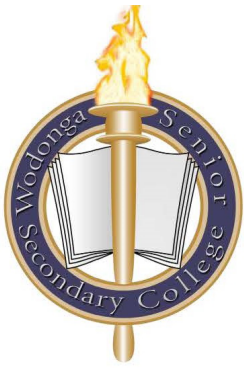
Remote Learning Expectations
The Wodonga Way

CARE FOR RELATIONSHIPS

- We look out for each other and communicate any concerns to teachers or House Leaders
- We communicate in a positive way
- We follow the WSSC acceptable use agreement

RESPECT & RESILIENCE

- Respect others right to learn in a productive online learning environment
- We use appropriate language for the classroom
- We blur our background
- We use headphones if possible and respect the privacy of others
- We dress appropriately

ACHIEVEMENT THROUGH ASPIRATION

- Be ready to learn with all appropriate materials at the start of the lesson
- We work independently and meet deadlines
- We do our best and help others to do their best
- We take responsibility for our learning

ENGAGEMENT

- We are punctual to online classes
- We ask questions and seek support when needed
- We work from an appropriate location
- We maintain communication with our teachers and parents
- We listen to others, and wait our turn

ADAPTABLE PLAN A PLAN B · CONFIDENCE · CONTRIBUTION · DIVERSITY · EMPATHY · FORWARD LOOKING · HIGH EXPECTATIONS · RESPECT · TECHNOLOGICALLY CONFIDENT · TENACITY · THINKING

MEDIA CONSENT FORM
REMOTE LEARNING

Name of Student: _____

I,_____ the parent/carer of this student, consent to my child being filmed/recorded/photographed and/or audio recorded by Wodonga Senior Secondary College during Remote Learning.

I acknowledge that this means:
• Participating organisations may ask my child questions and my child's responses may be recorded;
• Any photographs, video or audio recording (recording) of my child will be owned by the participating organisations that captures each recording; and
• This means that participating organisations may then broadcast, publish, distribute, or reproduce the recordings as they choose to without notifying or further consent from me.

I understand that I can only withdraw my consent for my child to participate before the event occurs and I must contact Mellisa Long, 02 6043 7500 and/or email ttrl@wssc.vic.edu.au to do so.

Date: /   /

Signature:_____

Name of parent/carer:_____

Contact number:_____

SETUP MAIL ON IOS

1 From the Home screen, click the Settings icon.
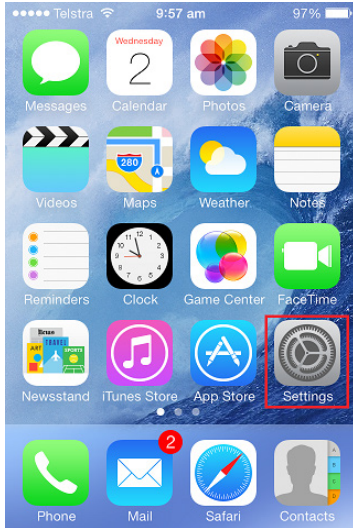
2 You will need to scroll down and click the Mail, Contacts, Calendars heading.
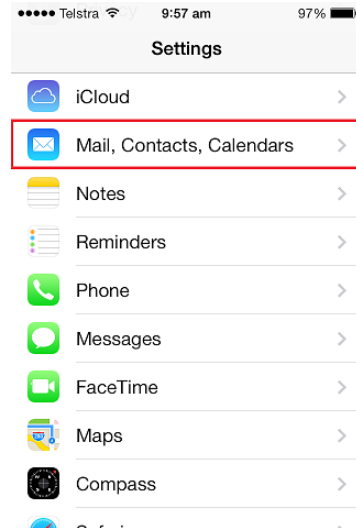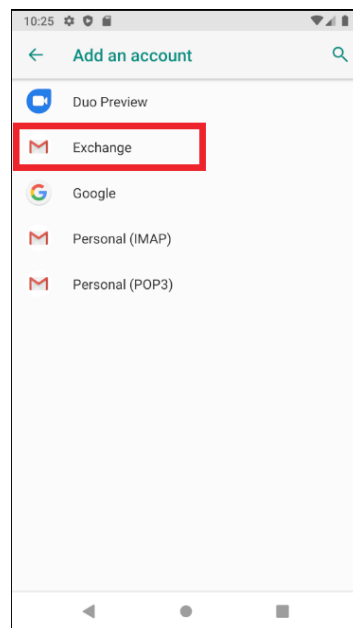

3 You will need to select the Add Account option at the top to add your Manage Exchange email.
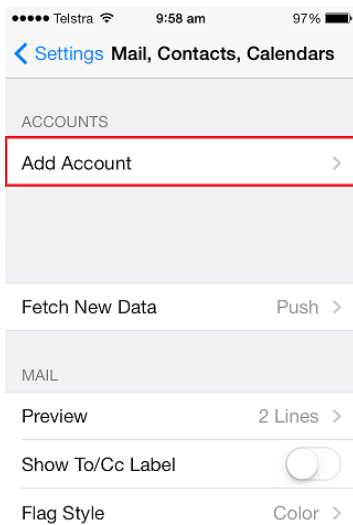
4 As you have a Managed Exchange mailbox, you will need to select the Managed Exchange option.
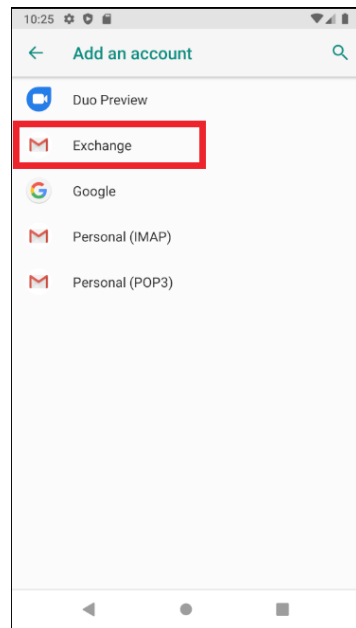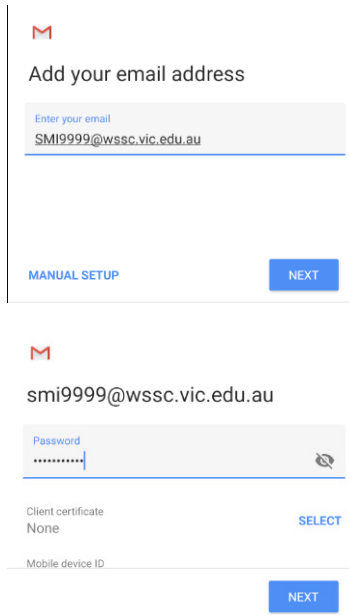
5 Enter in your Full Email Address, Password and a Description of your choice. I will call mine Exchange.
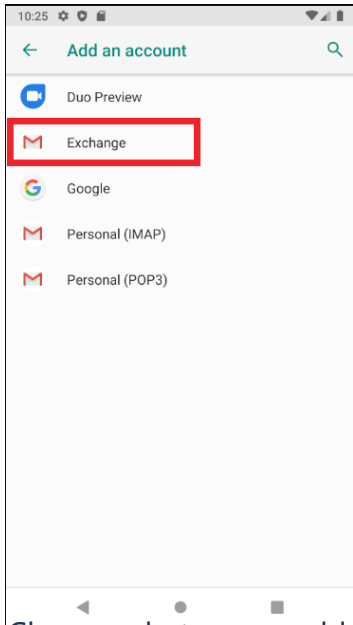
6 Click Next and your iPhone will confirm the settings are correct. You will then see a bunch of ticks next to the fields like below.
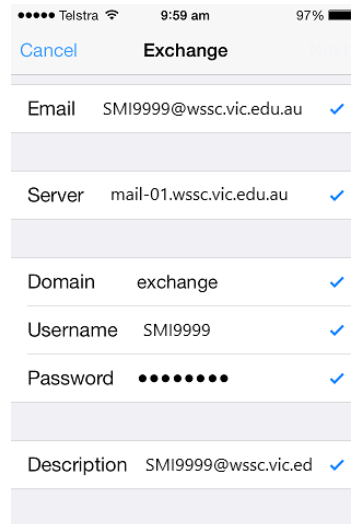
7 Choose what you would like to sync with your iPhone and click Save.
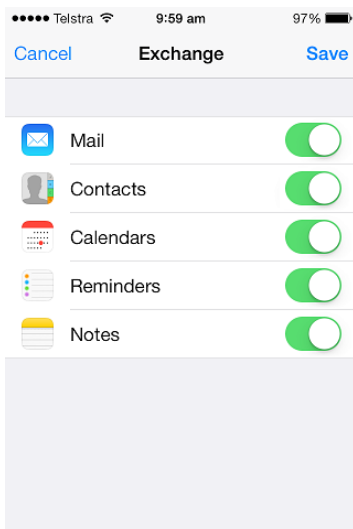
SETUP MAIL ON ANDROID

1 On your device, open settings. On this device, Settings was found by swiping up to bring up all apps.
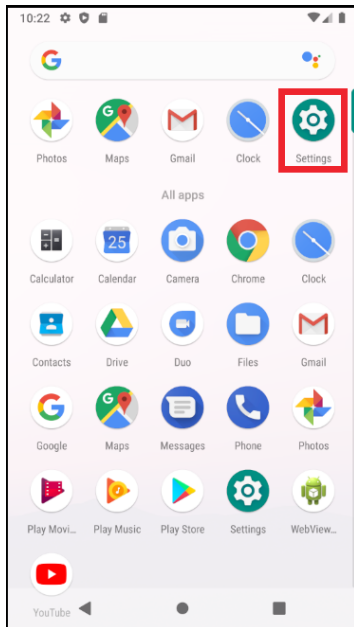
2 You will need to scroll down and click the Accounts heading.
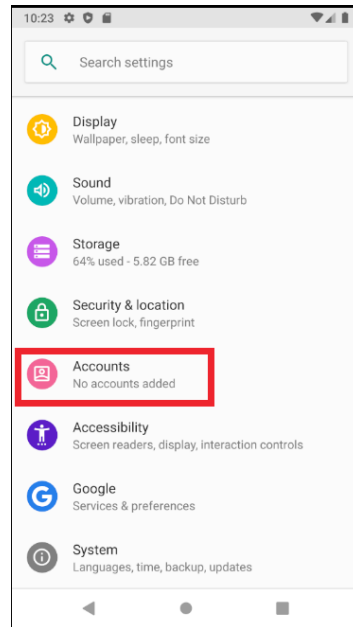
3 You will need to select the Add Account option at the top to add your Manage Exchange email.
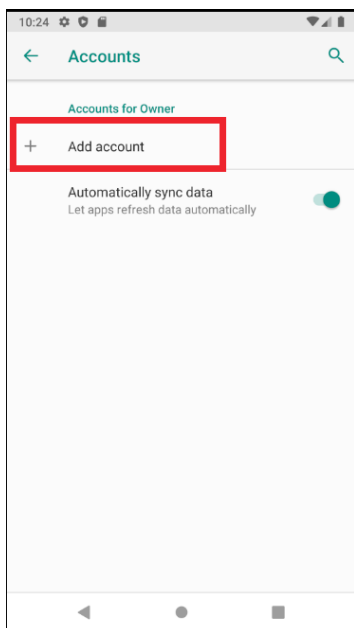
4 As you have a Managed Exchange mailbox, you will need to select the Managed Exchange option.
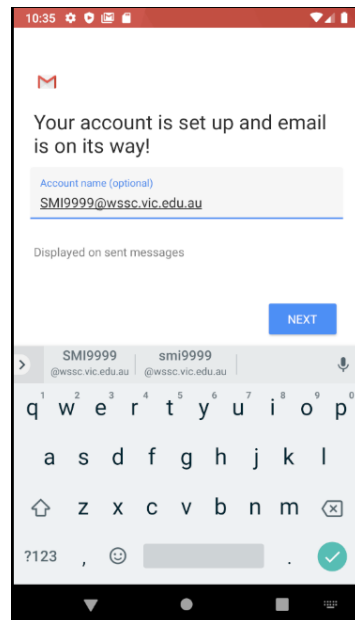
5 Enter in your Full Email Address, Click Next, Then enter your password.

6 You may be asked to Activate Device Admin, Accept this by scrolling to the bottom of the page and clicking the link to Activate Device Admin. When Completed a confirmation window will appear, click Next.

Office 365

INFORMATION PACK FOR PARENTS

The Department of Education and Training (Department) and your school are using online learning services to support learning and teaching. This pack provides information on one of the online services, Office 365 and advice in relation to its safe and responsible use.

What information needs to be collected?
- Name, year level, home group and school.

Why is this information needed?
- To control access to the online services.
- To prevent unauthorised access to student's work.

When could this information be accessed by others?
- By support staff to fix issues.
- Where required by law.
- Never for advertising or marketing purposes.

Office 365 is an internet based service provided by Microsoft for class activities. It provides students with access to online education services such as:

- Microsoft Web Apps (Excel, Word, Outlook, PowerPoint, OneNote)
- Exchange
- OneDrive
- SharePoint
- Forms
- Stream

- Flow
- Microsoft Teams **(Virtual Learning Platform)**
- Sway
- PowerApps
- School Data Sync
- Minecraft: Education Edition

The online services offered by Microsoft may be updated from time to time, but are only made available to students once they have been reviewed and approved by the Department.

For more details on Office 365 visit:

https://products.office.com/en-au/student/office-in-education

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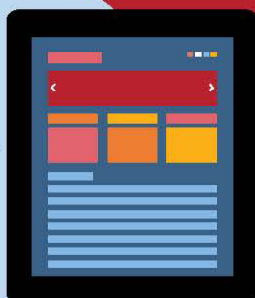
What are the benefits of this service for students?

- Teaches students to be 'digital citizens' through the use of an online system.
- Provides access to digital tools for a range of classroom activities.
- Allows students to actively collaborate with their class on school work.
- Provides digital whiteboard capability in group discussions.
- Enables students to access their classwork from different channels (i.e. laptops, iPads and smartphones).
- Helps students to build working relationships with each other.
- Promotes knowledge sharing.

What information might students store in Office 365?

- In addition to the information needed to provide access to Office 365 (student's username, name, year level, home group and school), student's schoolwork can also be stored in Office 365.
- Students have the ability to store and share any school work related content on the platform, such as photographs, audio, video recordings. They can also add non-classroom related information.
- Student's data is stored in data centers located in in Victoria and New South Wales.

VICTORIA State Government | Education and Training

THE EDUCATION STATE

How can you help protect your student's information?

Whilst your school provides students with a Wodonga Senior Secondary College username and password to Microsoft to enable them to only access their own information on Office 365, there are some things that you can do to help keep their information safe.

Remind them not to share passwords with anyone, as they cannot be sure how secure another person will be with their details.

Teachers will remind students to only use Office 365 for activities related to schoolwork.

Talk about appropriate uses of technology at school and at home. **Remind** them that anything uploaded to Office 365 can be viewed by teachers.

In rare cases, Microsoft's technical support team may have access to information stored in Office 365.

Please note that **Microsoft will never contact you or your child directly**. If you or your child are contacted by anyone claiming to be Microsoft support, contact your school immediately.

✔ Example information students can safely put online

- Class presentation.
- Conversations about classwork/assignments.
- School related contact details.
- Class related media – i.e. videos, photos.
- Whiteboard notes.
- Emails between students on school work.

✘ Example information students should always be cautious of putting online

- Personal mobile or home phone number.
- Personal photographs and video clips unrelated to schoolwork.
- Other student's private information.
- Health information.
- Bank details.
- Home address.
- Information on racial or ethnic origin.
- Religious beliefs or other opinions.

ONLY complete the section below if you DO NOT want your child to have access to this online service.

Office 365 - Opt-Out Form

If upon considering the above information you have questions or concerns please contact your school. **You do not need to do anything** for your child to have access to this service.

I **DO NOT** wish for my child to have access to Office 365 Including MS Teams and understand that alternative arrangements for allocating work will be made.

Student Name:

Home room:

Date:

Parent / Guardian Signature:

Parent / Guardian Name:

STUDENT GUIDE
ACCESSING YOUR REMOTE CLASSROOM THROUGH MS TEAMS

Please find below the instructions on how you will use Microsoft Teams to access your online classroom.

Locating Your Class Team

Please find below the instructions on how you will use Microsoft Teams to access your online classroom.

1. Click on Teams Icon twice to ensure all teams are visible.
2. Click on Class Team Tile for your class.
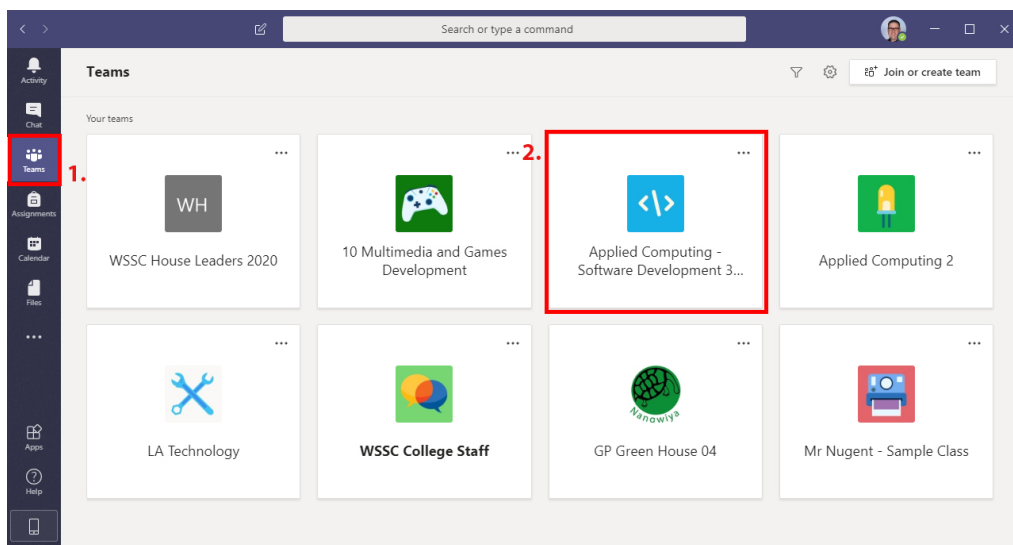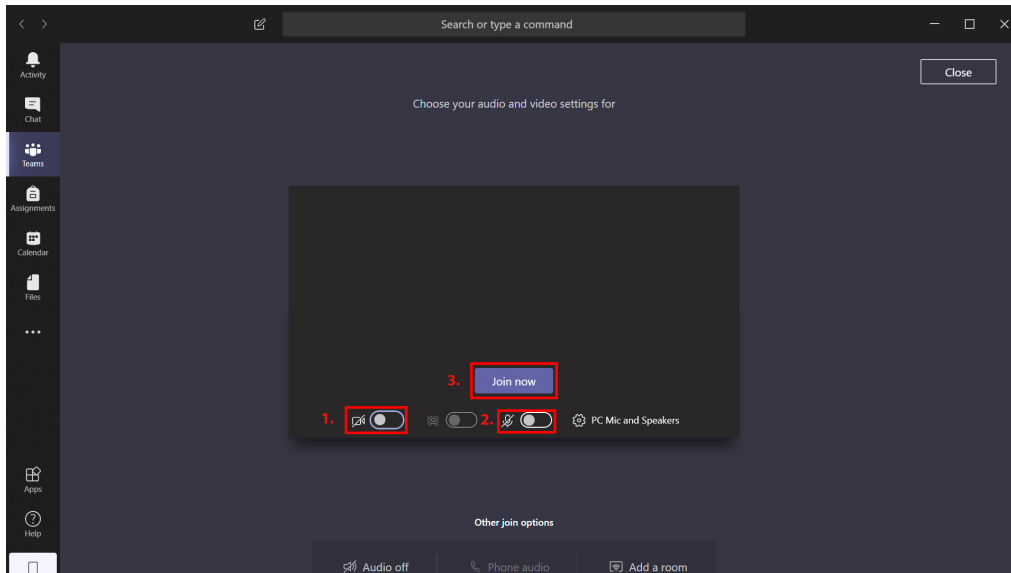

Joining a Class Meeting

Once a class meeting has started it will display in the Channel feed for you to join. You will see the video icon next to the Channel name to show that there is currently a meeting running.

1. Click Join button.
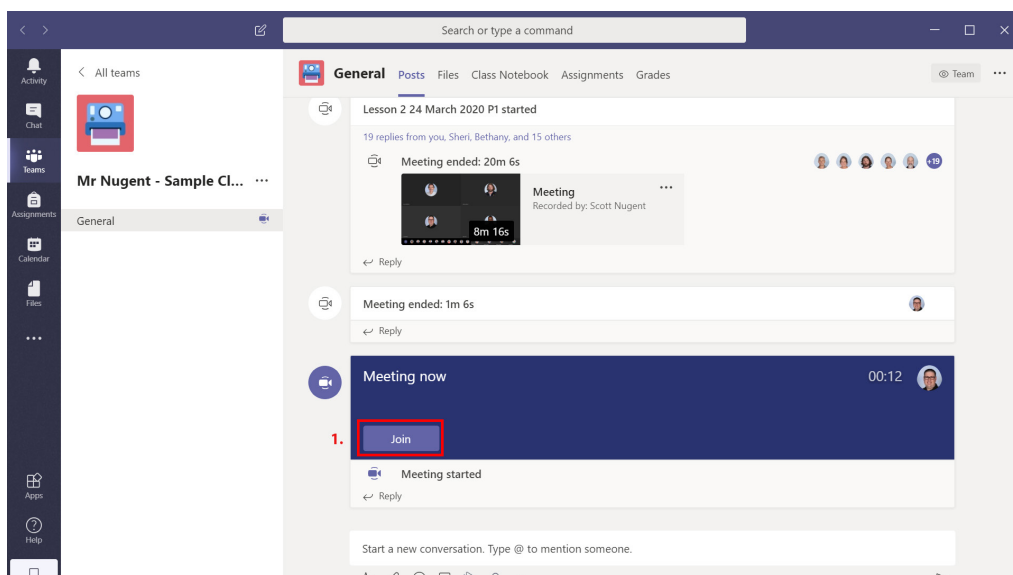
Join Now Step

1. Click Join button.
2. Turn your microphone off.
3. Click Join now button.

EVERY STUDENT, EVERY OPPORTUNITY, SUCCESS FOR ALL

Remote Learning – Supporting our students

The structure for Remote Learning at Wodonga Senior Secondary College is designed to balance the following student needs to ensure that every student is supported to be successful.

Mental health & wellbeing	**Safety & security**	**Physical health**
Connectedness & community	**Student needs in remote learning**	**Engagement with learning**
Metacognition & self-regulation	**Academic learning & growth**	**Aspirations & pathways**

Remote Learning – Student Timetable

	Monday	Tuesday	Wednesday	Thursday	Friday
8.55am-9.55am	Virtual classes (E)	Virtual classes (F)	Virtual classes (D)	Virtual classes (B)	Virtual classes (C)
9.55am-10.35am	Screen free break				
10.35am-11.35am	Graduate Program Virtual Class	Virtual classes (C)	Virtual classes (B)	Graduate Program Scheduled Assemblies	Virtual classes (F)
11.35am-11.55am	Screen free break				
11.55am-12.55pm	Virtual classes (D)	Virtual classes (A)	Health & wellbeing afternoon	Virtual classes (A)	Virtual classes (E)
12.55pm-2.05pm	Lunch break				
2.05pm-3.20pm	Independent learning time	Independent learning time	Health & wellbeing afternoon	Independent learning time	Independent learning time

Virtual classes – Students and teachers connect via MS Teams for one-hour sessions starting at the same time as the regular timetable. This includes up to 30 minutes of direct teaching and the remainder in collaborative learning facilitated by the classroom teacher.

Independent learning time – Students work independently on home study and revision for their classes. Students may choose to complete this work at alternate times to allow them to fulfil other roles and take care of themselves. Teachers use this time to provide feedback to students using MS Teams and SIMS.

Health and wellbeing afternoon – Students are strongly encouraged to take a break from screen time in the middle of the week to refresh and recharge. Teachers use this time to provide feedback to students using MS Teams and SIMS.

Screen free breaks and lunch break – Students and teachers are strongly encouraged to ensure that they take regular breaks during screen-based learning. Student Leadership Council will run activities for students during lunch breaks to support student connection, health & wellbeing.

Graduate Program – Students join their Graduate Program class using MS Teams every Monday. Graduate Program teachers check-in with each student individually during the week to ensure they are supported and connected during remote learning.

Scheduled virtual assemblies – House and Year Level assemblies will be run using MS Teams as required during Graduate Program on Thursdays.

Note: Some Trade Block classes and the Tutorial Program will continue to run on a different schedule. Students involved will be contacted directly.

Remote Learning – Detailed Session Guide

Session	Student Need Focus	Students	Teachers
Virtual Classes	Engagement, Academic Learning, Metacognition	Students and teachers connect via MS Teams for one-hour sessions starting at the same time as the regular timetable. This includes <u>up to</u> **30 minutes of direct teaching** and the remainder in collaborative learning facilitated by the classroom teacher. Attendance is recorded on SIMS for each class.	
Independent learning time	Academic Learning, Metacognition	Students work independently on home study and revision for their subjects. **Formal classes do not run at these times. Additional classwork is <u>not</u> set for this time.** Students may choose to complete this work at alternate times to allow them to fulfil other roles and take care of themselves. Attendance is <u>not</u> taken for this session.	Teachers use this time to provide feedback to students using MS Teams and SIMS. **Additional class work is not set for students to complete during this time – it is focused on independent home study and revision.** Specific support and conferencing sessions may be run for students as applicable, including existing support programs.
Health and wellbeing afternoon	Wellbeing, Physical Health	Students are strongly encouraged to take a break from screen time in the middle of the week to refresh and recharge. Attendance is <u>not</u> taken for this session.	Teachers use this time to provide feedback to students using MS Teams and SIMS.
Screen free breaks / **Lunch break**	Wellbeing, Physical Health	Students and teachers are strongly encouraged to ensure that they take regular breaks during screen-based learning. The Student Leadership Council will run activities for students during breaks to support student connection, health & wellbeing.	
Graduate Program Virtual Class (Monday)	Wellbeing, Connectedness, Engagement, Pathways	Students join their Graduate Program class using MS Teams every Monday.	Teachers run a virtual session at the start of the scheduled Monday Graduate Program class using MS Teams.
Graduate Program Check in and Optional Programs (Thursday)	Wellbeing, Connectedness, Engagement, Pathways	Students will be contacted by their teacher during the week to ensure they are supported and connected during remote learning. Attendance is <u>not</u> taken for this session. Optional programs to support students may be offered in this time. Where applicable, students will continue with Impact Projects to support their pathways.	Graduate Program teachers check-in with each student individually during the week. Optional programs to support students accessed via external partnerships may be offered in this time.
Scheduled virtual assemblies	Connectedness, Engagement, Pathways	House and Year Level assemblies will be run using MS Teams <u>as required</u> during Graduate Program on Thursdays. Students will be notified in MS Teams when an assembly is scheduled.	

Note: Some Trade Block classes and the Tutorial Program will continue to run on a different schedule. Students involved will be contacted directly.