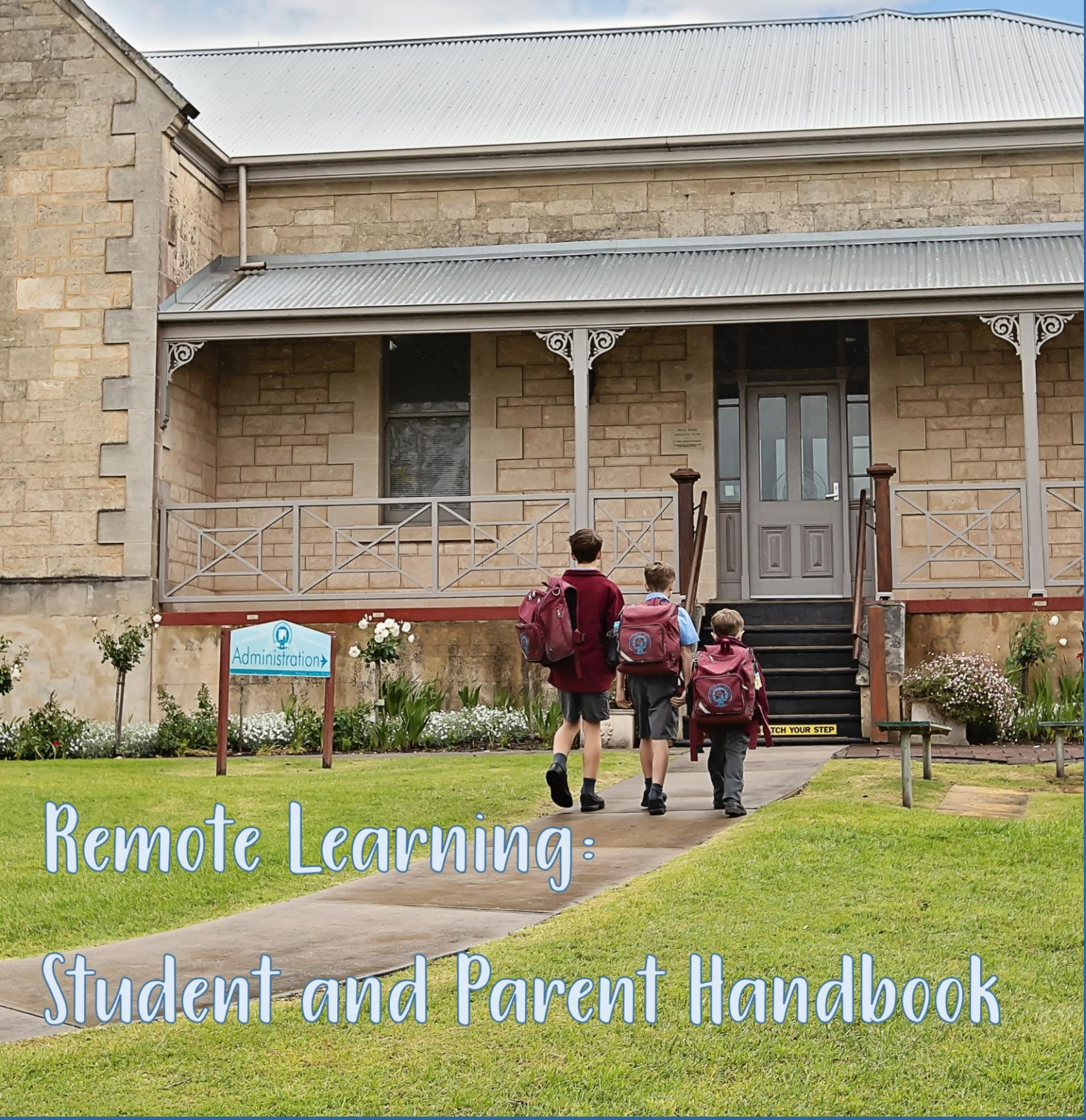# St Anthony's
Catholic Primary School

Remote Learning:
Student and Parent Handbook

Introduction

At St Anthony's Catholic Primary School, **every child matters.** As a community we are committed to delivering educational excellence through our broad, balanced and rigorous curriculum, both on site and remotely.

This 'Remote Learning Parent and Student Handbook' demonstrates our commitment to learning excellence and our aim to help students become thriving learners and leaders in the world in which they live.

Strong partnerships between school and families are celebrated and encouraged at all times. This is evident in this handbook and through remote teaching and learning, working together to build a family atmosphere that fosters joy and a strong sense of wellbeing and community for all.

Wellbeing

At St Anthony's the wellbeing of our students and families has always been a priority. The Mercy Keys have, and continue to, provide guidance in how we care for each other.

In these challenging times, it is our *Responsibility* to show *Compassion* for others. We enact the Mercy Key of *Integrity* in our treatment of children and families in our school community.

We strive to demonstrate *Mutual Respect* in the way that we support the wellbeing of **all** community members, showing *Loyalty* to our existing school and parish community and extending this to others in the local community.

With a focus on *Justice* for all, we commit to staying connected as a community, providing guidance and support as we all stand together.

Wellbeing

Healthy, confident and resilient young people who can successfully navigate an increasingly complex world is an imperative for St Anthony's. We know that, during these times, a supportive environment that focuses strongly on optimal wellbeing is essential.

Responding to individuals and families, connecting to the hearts and minds of every student in our community, and teaching students how to manage their wellbeing are just some of the ways our teachers will strive to ensure that students thrive during this time.

All staff at St Anthony's; teachers, ESO's, the school counsellor and the Leadership Team, will continue connecting with students and families on a regular basis.

School Principal Liza Couzens	0437 169 043 couzl@sta.catholic.edu.au
School Counsellor Dale Domleo	domld@sta.catholic.edu.au

Wellbeing strategies will also continue to be an inclusion in Remote Learning and on site learning at St Anthony's. Families are encouraged to connect with the school for a simple chat or review Remote Learning at any time online

Communication & Attendance

The school will communicate through School Stream, Seesaw, email, the website and phone.

School Stream	Whole school information
Website	
Social Media (Facebook)	
SeeSaw	Teachers will be online and in contact using a combination of these three tools throughout normal school hours.
Phone call	

Teachers will greet students via Seesaw each day by 9am.

Students, with the support of their parents or caregivers, are required to check in with teachers using email or Seesaw by 10am.

If your child is ill, please notify your child's teacher and the front office before 10am.

Curriculum Delivery

Weekly overviews will be sent to students by 9am each Monday morning, providing an overview of the tasks for the week and which tasks the students will be working on each day.

Teachers may use a combination of SeeSaw, OneNote or paper booklets to forward learning to students. Individual class teachers will communicate how you can share your child's learning with them.

Year level		R	1	2	3	4	5	6	7
Task delivery	Seesaw	✓	✓	✓	✓	✓	✓	✓	✓
	OneNote					✓	✓	✓	✓
	Paper booklets as directed by your teacher	✓	✓	✓	✓	✓	✓		
Instruction and Collaboration	SeeSaw	✓	✓	✓	✓	✓	✓	✓	✓
	OneNote					✓	✓	✓	✓

Curriculum Delivery

OneNote

This is a personal information manager from Microsoft, designed for organsing information for learning. OneNote is the electronic equivalent of a three-ring binder holding text, notes, images and links etc. OneNote also has the capability for embedding audio and visual texts.

Seesaw

This is currently St Anthony's main electronic source of providing learning opportunities and information to students and families. Seesaw is a simple way for teachers and students to record and share what's happening in the classroom.

Seesaw gives students a place to document their learning, be creative and learn how to use technology. Each student has their own journal and can add photos, videos, drawings, or notes by connecting to their Class SeeSaw account from home.

Support for Students and

St Anthony's staff, teachers and ESO's will continue to support students and their families.

Families will be supported through email and phone calls.

Teachers will continue to support students learning by differentiating the curriculum, making adjustments and providing scaffolds for learning, to ensure that all students are able to access the curriculum.

Teachers will be available via phone and SeeSaw throughout the school day.

Daily Time Expectations

The outline below provides approximate times for daily learning experiences. Please note, these are approximate times which will vary from student to student.

On some occasions, students may be working on long-term projects. In these cases, teachers will communicate due dates and methods to submit work with the students.

Wellbeing strategies will be embedded in the daily lessons to support students to manage their wellbeing, and to ensure students thrive during this time.

Year level and approximate time	Learning Session 1	Learning Session 2	Learning Session 3	Learning Session 4
RECEPTION 20 – 25 minutes per learning area	**ENGLISH** with connections to other curriculum areas where appropriate	**MATHS** with connections to other curriculum areas where appropriate	**OTHER** curriculum areas that will vary over the week Religion, the Arts, Italian, Science, PE, STEM, Technology and other subjects	
YEARS 1-3 25-30 minutes per learning area **YEARS 4-5** 25-30 minutes per learning area **YEARS 6- 7** 30-45 minutes per learning area	**ENGLISH 1** spelling, reading, writing and grammar activities with connections to other curriculum areas where appropriate	**ENGLISH 2** spelling, reading, writing and grammar activities with connections to other curriculum areas where appropriate	**MATHS** with connections to other curriculum areas where appropriate	**OTHER** curriculum areas that will vary over the week Religion, the Arts, Italian, Science, PE, STEM, Technology and other subjects

Daily Routines

Routines provide security and certainty for children during transitional and disrupted times. It is important that children have a good understanding of what it looks like to work from home. You may refer to the routine below or the 'Learning at Home Looks Like' document on the following page.

St Anthony's Catholic Primary School	**Possible Daily Routine**
Prepare	Normal morning routine. Eat breakfast, get dressed, drink water, brush teeth etc.
PRAYER	Invitation to engage in Prayer
ENGLISH	Complete learning tasks
Break time - Have a quick stretch, a drink and something to eat	
ENGLISH	Complete learning tasks
Break time - Have a quick stretch, a drink and something to eat	
MATHS	Complete learning tasks
Break time - Have a quick stretch, a drink and something to eat	
OTHER	Complete learning tasks
Break time - Have a significant break. Eat lunch, do some physical exercise, have some 'down time'.	
Optional learning	Tasks may be suggested by your teacher or your own ideas

Learning at home looks like:

Get dressed and ready for the day.

Organise your workspace and have your device, books and pencils ready.

Check in online with your teacher by 10am and get instructions for the day.

Complete learning tasks and return work to teacher.

Review any feedback sent from your teacher.

Student Responsibilities

- Engage with learning and tasks each day

- Use devices and internet connections with care

- Follow St Anthony's ICT User Agreement

- Check in online Monday to Friday by 10am

- Stick to the routine negotiated with teachers and parents

- Follow directions from teachers and parents

- Submit completed tasks to your teacher by the agreed time

- Use initiative and creativity to solve problems

- Ask questions and seek help when needed

- Strive to produce quality work

Teacher Responsibilities

- Be available during school hours to help students and facilitate online learning

- Continue to access the Australian Curriculum to create learning programs

- Ensure all students are able to access learning by differentiating, adjusting and scaffolding the curriculum

- Collect work samples and assess student understanding in alignment with the Australian Curriculum

- Provide students with weekly overviews, each Monday by 9am

- Provided students with detailed information about the learning experiences

- Contact with families and students

Parent Responsibilities

- Support the facilitation of communication between student and teacher. **Please note, parents are not required to be teachers.** Children should be able to complete the set work with minimal amounts of adult assistance. If your child is unable to complete the work with relative independence, please contact your child's teacher.

- Support your child to return work to teachers for marking and feedback

- Notify your child's teacher regarding any difficulties being experienced during Remote Learning

- Set routines which support your child

- Provide a suitable workspace for children

- Monitor the balance of activities, encouraging breaks and physical activity throughout the day.

Technology In The Home

Where possible, the use of technology in the home will support students to engage in activities and to continue their education with minimal disruption. If you are experiencing difficulty accessing the technology required to support this learning, please contact the school.

Students will be spending more time than is usual accessing devices. School advises that internet use takes place in the presence of a parent or responsible adult. A common area of the house is recommended rather than in an isolated space in order to be sure that students are accessing appropriate content.

FAQ

What if my child doesn't understand what to do?

Look over the task with them. If it is still confusing, contact your child's class teacher and they can talk you through the concepts and requirements.

What if my family gets overwhelmed and it is all too hard?

Please contact your child's teacher or the school. We are willing to help in a variety of ways.

What if my child experiences cyber bullying?

Please refer to the ICT Agreement and the Bullying Policy, available via School Stream and the School Website. If you have any questions and/ or concerns in relation to cyber bullying, please alert your child's teacher immediately.

What if my child becomes ill?

Let the school and your child's teacher know your child is unwell and cannot participate in online learning for that day.

What if my internet stops working?
Contact your child's teacher and arrangements will be made to support you.

What if I have to go to work and my child needs supervision?
Unless informed otherwise by the Government, Catholic Schools will remain open to provide remote curriculum delivery and to support students whose particular circumstances require them to be at school.

We will work with families of students who will require attendance at school during this time. This will include children whose families are required to be at work.