



**OUR LADY STAR of the SEA School**  
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Dear Parents and Carers,

As you are aware, to increase physical distancing across the population and slow the spread of coronavirus (COVID-19), children in Victorian Catholic schools are moving to remote and flexible learning and care at the commencement of Term 2. This means that, from tomorrow, all students who can learn from home must learn at home.

As this way of learning and teaching is new for us all, we know we will continue to improve and learn together. This learning will look very different for our students. It will take some time to adjust to new ways of delivery and support but we will continue to adapt and develop our learning program to best support all students. One thing that will not change is the importance of teachers and parents working cooperatively to support our children and their learning. Thank you for your ongoing support and understanding as we work together to ensure continuity of learning for your child.

The following information includes advice, tips and resources to help parents and carers support their child's continuity of learning from home.

## 1. Learning expectations

We will strive to deliver the best possible education to your child while they are learning from home.

### Teacher Expectations:

- To provide daily lesson plans, which will be posted to the Learning from Home Landing Page at the beginning of each week. This will include information on the collection and distribution of learning materials.
- Meet the minimum requirements **For students in Prep to Year 2:** schools should provide learning programs that include the following: literacy activities that take a total of about 45–60 minutes, numeracy activities of around 30–45 minutes, additional learning areas, play-based learning and physical activity of about 30–45 minutes.
- **For students in Years 3 to 6:** literacy: 45–60 minutes, numeracy: 30–45 minutes, physical activities: 30 minutes, additional curriculum areas: 90 minutes.
- Share work with students through the Home Learning Platform, Docs, Slides, Google Classroom. See Saw.
- Ensure differentiation is built in for student's learning.
- Give feedback on student work online, email or hard copy correction.
- Facilitate check in video conferences with students using Google Hangouts or Google Meet.
- Facilitate "live" lessons and pre recorded lessons via see Saw, Google Hangouts or Google Meet.
- Be available for any support and clarity between 9 am - 3:30pm online each day to students and families.
- Reply to emails within 24 hours.
- Include opportunities for "live" lessons and pre recorded lessons.
- Ensure consistency across Hubs.
- Provide learning and teaching for students as close to what we will have planned if they were at school, and use the home resources within your planning.
- Ensure all students are assessed and tracked.
- Provide a suggested timetable and suggested minutes allocated to each subject in line with CEM directive ensuring every day is appropriately structured for every child.

- Government and health advice will be followed re hard copies of learning being dropped in if required and possible and take into account hygiene, and social distancing.
- Ensure additional learning materials are provided throughout the Learning from Home period.
- Comply with [Our Lady Star of the Sea Code of Conduct Safeguarding Children and Young People](#)
- Ensure the environment is appropriate for communicating with students via video link. We encourage that both teachers and students are sitting at a workstation.
- Avoiding one on one contact online between staff and individual students and in the event that this is unavoidable, logging each contact.
- Advise students to adhere to all normal classroom and behavioural expectations.

### Student Expectations:

- Go through the “Before You Start” slides with your parent/ carer before you begin.
- Use technology responsibly - follow school user agreement signed at the beginning of the year.
- Complete set tasks, show parents your work and listen to feedback given.
- Submit online work to teachers by the due date.
- Join class check in video conferences as they are communicated.
- Maintain connection with teachers and peers.
- Adhere to all normal classroom and behavioural expectations;
- Ensure the environment is appropriate for communicating and sit at a workstation.
- Let your teacher know if you are needing help or any adjustments.
- Email or use the Student Safety Form if you have any concerns or worries that you would like us to help you with.

### Parent Expectations:

- Go through the “Before You Start” slides with your child (ren) before you begin.
- Establish a routine for Learning from home.
- Provide an environment conducive to learning (access to technology, safe and quiet space during the day time in a shared space at home).
- Actively supervise students and support to complete their assigned school work and set goals for completing work.
- Monitor time spent engaging in online and offline learning.
- You are welcome to correct work and give suggestions for improvement.
- Make contact directly with your child’s teacher if there are any concerns about your child’s wellbeing or learning program. If you do need help or additional support, please contact your hub’s Learning Support Teacher and /or Kerry Sells or Paul Anderson.
- Communicate with your child’s teacher particularly if needing support.
- Work in partnership with the school.
- Continue to ensure the policies and practices of the school are followed. Eg [Our Lady Star of the Sea Be a Responsible User of Technology Policy](#) which includes our Internet and user agreement.
- Engaging in meaningful conversations about learning with your child (ren).

## 2. Technology and Child Safety:

Please be assured as a staff we are fully committed and available to support your children in their learning from home. We are also committed to creating and maintaining a **child safe** environment.

Remote learning may increase the amount of time that students spend online and increase the potential for online safety incidents to occur. We will ensure child safety by following our child safe policies including:

[Our Lady Star of the Sea Be a Responsible User of Technology Policy](#)

[Our Lady Star of the Sea Code of Conduct Safeguarding Children and Young People](#)

[Our Lady Star of the Sea Cybersafety Policy](#)

As you prepare for home learning it may also be beneficial to familiarise yourself with advice from the eSafety Commissioner. This guidance protects children whilst learning from home. These are direct links from the *Australian Government eSafety Commissioner* that provide current information and guidance for parents and carers as you commence home learning with your children over the coming weeks.

[eSafety – Covid 19 Advice for Parents & Carers](#)

[eSafety – Guidance for Parents & Carers](#)

### **3. Criteria for Onsite Child Supervision at Our Lady Star of the Sea**

I appreciate that this is a very challenging time for all in our community and your cooperation with our Remote Schooling program is very much appreciated. We understand that there will be parents who will need to send their child(ren) to school. We wish you to know that in those circumstances, we are here to support you and your child(ren). Schools are able to make exceptions for children of parents who cannot work from home, and vulnerable children, including:

- children in out-of-home care
- children deemed by Child Protection and/or Family Services to be at risk of harm
- children identified by the school as vulnerable (including via referral from a family violence agency, homelessness or youth justice service, mental health or other health service, and children with a disability).

Please fill out the Google Form if you are needing to do so for your children which will be released every fortnight due to changes of shifts in essential services. [Onsite Learning](#). This is to ensure that we are protecting our staff, students, and families to the greatest extent possible and is in line with Stage 3 Coronavirus restrictions.

### **4. Duty of Care – School**

It is clearly understood that the COVID-19 virus survives a significant amount of time on surfaces and the School has a duty of care to prevent the spread of the virus as far as is reasonably practicable. We have had a very thorough disinfectant clean over the holiday period.

In order to effectively manage this, movement around the school will be strictly limited, and a significant increase in hygiene practices will be necessary.

Professional cleaning and sanitisation of the designated area students will be working in will be undertaken at the end of each day and will include, as a minimum, the disinfection of:

- Computers and desks in the designated area
- Touch points, exit push buttons, door handles and floors

## 5. Duty of Care – Families

To ensure the health and wellbeing of all students and staff during onsite learning, we request that students who feel unwell remain at home including if you have a high temperature.

If there is a suspected or confirmed COVID-19 diagnosis in your family, please advise the School immediately via email [principal@staroceangrove.catholic.edu.au](mailto:principal@staroceangrove.catholic.edu.au)

To ensure consistency with physical distancing measures, students and families are instructed not to congregate at the school gate before or after school. You must maintain 1.5 metres distance from other people, as far as is practicable on entering and leaving the school grounds.

## 6. Supervision Onsite

Members of the School Leadership Team will coordinate supervision each day and will also ensure that work areas are disinfected between supervision shifts. Children at school will not necessarily be supervised by their class teacher. Children attending on-site will be supervised by staff with either a current Victorian Institute of Teaching (VIT) registration or a Working with Children Check. These children will engage in the same online learning program as their classmates who will be at home.

### Daily Procedure Guidelines

- Students are required to wear their school uniform during this period of onsite supervision
- Entry to the School will be via the Main Office
- The students will be grouped in age groups with no more than 1:10 in a group.
- Students will be signed in and out each day.
- During the day, we will remain in specific areas.
- Students will be directed and reminded to use the hand-washing/sanitation station
- Students and staff will continue to practice the required 1.5m social distancing
- Students are asked to only bring what they need for the day, for example: Books, IPAD if in Year 3-6 and their food and water.

## 7. Self-care

Remaining at home may be challenging. We encourage you to support your child to maintain their timetable and not slip into the habit of sleeping in, using their device or television to avoid work. We continue to ask you to talk with your children about the situation so that they do not feel anxious or uninformed. A key component of these conversations continues to be assuring them that they are safe now. Our staff are here to support you in the managing of your child's learning and wellbeing at home and routine. We have also embedded physical activity, brain breaks and positive primers in the daily google slides.

This change to your child's learning routine, plus the constant media coverage of the coronavirus can keep us in a heightened state of anxiety. The following resources provide some useful strategies for both adults and children to cope with this stress or anxiety caused by the current virus outbreak.

[Tips for coping with coronavirus anxiety](#) - Australian Psychological Society  
[Talking to kids about scary stuff in the news](#) - BeyondBlue (Youtube video)  
[Covid19 Support](#) - Head to Health (Australian Government)

## 8. Events for Term 2 – The following will not proceed and/ or will be postponed:

- Athletics Day Landy Field
- Open Morning Prep 2021
- Staff Professional Learning Day Peter Sullivan (to be confirmed)
- Mother's Day Liturgy
- NAPLAN Testing
- School Assembly Program
- Year 6 Confirmation, Confirmation preparation evening, Bishop Mark's visit to the school
- ANZAC Day March
- Swimming Lessons Year 2 and Year 3
- Working Bee in May
- School Dental Visit

### Finally ...

Our staff have been exemplary in their approach to the preparation for working from home. They have been working diligently to try and ensure that the lessons that they deliver are as close as possible to the experience your child would have at school. We are truly blessed to have such a dedicated and committed team of teachers working to support your child's ongoing learning.

Tomorrow we will share our new landing page for Learning from Home with you. You will note a bright, positive greeting and welcome back from all of the staff here at Our Lady Star of the Sea. The learning officially begins on **Wednesday 15 April**.

We hope you enjoy the learning from home portal which we feel is presented in a user friendly way via google slides for each day of learning .

Whilst the learning for your child may not always be perfect and may present with challenges for you at home we have endeavoured to consider this in our planning. Therefore, it will be really important for you to communicate and feedback with your hub teachers, seeking support as required.

We will truly miss the onsite interaction with all in our learning community, particularly the students, therefore have considered innovative ways to check in and stay connected, knowing this is only short term for the health and wellbeing of all.

Thank you for your ongoing support and patience over this time. We will continue to consult with you and keep you updated as the situation unfolds for us as we remain committed to the health and wellbeing of all.

During this difficult time, we must all take care to support one another. Our thoughts and prayers are with those who may be unwell and those who are working to keep our community safe.

If you require further information please contact myself and/ or Paul Anderson.

Wishing you all continued good health as you adhere to the Stage 3 regulations and embark on a new way of learning.

Warm regards



Kerryn Sells

Principal