



The Riverina Anglican College

Continuity of Learning 2021



Continuity of Learning

The following plan has been implemented to support students who are learning from home during the current lockdown. 'The learning does not stop' is a key message to our College community. At the same time, the wellbeing of our community is the priority.

The College is confident in our capacity to deliver a quality learning experience for our students in these trying times. The experiences from 2020 informed us a great deal around what worked and the challenges that this kind of learning format raises. We sought feedback from parents and students and analysed this data carefully to help prepare for the circumstances in which we now find ourselves. The College has been working on these processes for the last 6 weeks in preparation for this eventuality and so we remain positive that we can support your child's learning and wellbeing over the coming period.

Summary of Delivery

- **Learning will be online for all subjects, including lessons, assessment tasks and resources.** Assessment tasks will most likely be modified from those indicated in assessment booklets and may include more project-based learning. **Alterations to the information provided in the booklets will be communicated to students via the Google Classroom and on Compass.**
- **For Junior School, Google Meets will take place at least twice a day.** A morning and afternoon meeting will be facilitated by the classroom teacher.
- **Lessons will be provided for all students via Google Classroom.** These lessons will be supplemented by staff contact via the Google Meet platforms that allow a high degree of interactivity and contact. Google Meets must contain more than two people - any less than this and the meeting will be postponed. **Please see below for further guidance on Google Meet expectations.**
- **Some work may cover the equivalent of 1 or 2 lessons.** This will all be communicated via the Google Classroom.
- **Teachers will advise in advance the delivery of online video conferencing teaching or be available for questions live via Google Meet** - details for these will also occur via the classroom and will coincide with the Secondary School timetable.
- **In the Junior School, classroom teachers will provide a weekly timetable that outlines the video conferencing sessions.**
- **Attendance will be monitored by teachers based on the work completed in the Google Classroom and attendance at Google Meets.** The work that students upload to the learning platform will be indicative of their engagement with the lessons provided.
- **Teachers will seek to make due dates practical for students** and it will be expected that they meet deadlines as required and communicate with their teacher if unable to do so.
- **Practical subjects will provide resources that cover theory elements and where possible provide video content that deals with how to complete practical type activities.** i.e. PE activities that can be completed and monitored at home.
- **Staff will provide feedback on work provided by students at regular times in the learning cycle.**
- **For the Secondary School,** in the event that a class teacher becomes ill, or is required to take carer's leave and is not able to work online, the Head of Department, or a fellow teacher will be providing work for the Google classroom. If this is unable to be carried out, parents will be notified that lessons are suspended for that class.
- **For the Junior School,** in the event that a class teacher becomes ill, or is required to take carer's leave and is not able to work online, the Head of Junior School, or a fellow teacher will be providing work for the Google classroom. If this is unable to be carried out, parents will be notified that lessons are suspended for that class.

Communication and Student Engagement Expectations

- **Secondary School Staff will schedule their lessons to upload to the Google Classroom at 8:30am each morning that there is a scheduled Google Meet.** Students are required to check their Google classrooms and Compass for notices and their emails to help plan their day.
- **Google Meets will be scheduled in advance and communicated to the students.**
- **Students can contact their teachers by email if they have queries.** Google Meets are also opportunities for students to talk directly to their teachers. Emails to and from students and staff should occur within the 8:30am-4:30pm weekday timeframe. Students should understand that teachers will endeavour to provide a response within any given 24-hour timeframe, although teaching and learning in this format may not always allow this to occur. Please be assured that staff will respond at the earliest opportunity.
- **For Secondary School,** Google Meets for most classes will take place 4-5 times a fortnightly cycle, depending on how many timetabled periods they would normally see their teacher. This is designed to manage student and staff work flow and allow time for students to complete their learning activities and staff to provide feedback and aid development of these learning activities.
- **For Junior School,** Google Meets will take place at least twice a day. A morning and afternoon meeting will be facilitated by the classroom teacher. Details regarding this will be conveyed in the Google Classroom.

Please see below for the guide to the minimum requirements for Google Meets in a fortnightly cycle:

Year Level	Regular Timetabled Lessons a Fortnight	Minimum Online Learning Google Meets a Fortnight
K-6	N/A	20
Years 7-10	3	1/2
Years 7-10	5	2/3
Years 7-10	8	3/4
Years 11-12	9	4/5

- **The Meets will include direct teacher instruction and allow time for questions and clarifications.** Students are required to attend these Meets. All Google Meets are recorded, so students are able to revisit content at any time following the lesson - teachers may not be able to upload these until the end of the day. Normal behavioural expectations of students, as per the Student Code of Conduct are applied to the Google Meet environment and all interactions between members of the College community.
- **For the wellbeing of all members of the college community, staff and students should not send emails outside of the normal school hours of 8:30am - 4:30pm Monday to Friday.** This is designed to ensure students and staff remain able to remove themselves from both work and their devices for their own wellbeing.

Communication and Student Engagement Expectations (continued)

Secondary School students should not spend the equivalent of 6x50 minute periods on their computers between 9am and 3pm. Flexible learning means that students should take regular breaks, eat well and socialise with family and friends (where possible in the current circumstances). They are required to attend all Google Meets as these are vital connections to staff and other students. Students need to ensure that they submit and complete all work on the due date specified by the teacher and should communicate in advance if they believe that this will not be possible. At times staff will provide extension work for early finishing students and homework and/or assessment work to be done in addition to classwork.

Junior School students have support staff available if they need assistance with their work. If you would like to access learning support sessions, please email JSoffice@trac.nsw.edu.au.

Behavioural Expectations for Students

The College feels Google Meets are a very important part of being able to stay in touch and feel part of our regular classroom teams. Behavioural expectations are relatively simple, in that students should treat the Google Meet as they would their own physical classroom. Anything that is unacceptable in our classrooms is unacceptable in this online environment. Students from other classes should not be provided with Meet codes, and students who attend Meets they should not be in are in clear breach of the college code of conduct. It is not a social media platform to catch up with friends, although most teachers will encourage an opportunity for students to interact with classmates at times. Google Meets are primarily for clarification of learning.

Further to expectations:

1. Google Meets are recorded and can be investigated by the technical experts at TRAC and the Australian Independent Schools Anglican Diocese Services technical support team.
2. Sharing the Google Meet link with someone outside of the class is in breach of the college student code of conduct.
3. Entering the Meet using an account from outside of the TRAC Google domain is a breach of the college student code of conduct.
4. Incidents of other students entering classrooms may see the lesson immediately closed.
5. If issues continue, classes will only occur via Google Classroom and/or Screencastify, significantly limiting the interactions possible, but ensuring everyone's online safety.
6. All the usual College electronic policy protocols apply during this period of online learning.

Please also be aware that teachers cannot and will not meet with students one-on-one in a Google Meet. At least 3 people need to be in a Meet for it to take place.

Attendance and Assessment

All Secondary School students are required to attend Homeroom Meet every morning to have their names marked on the roll and continue to engage with their peers. If unable to attend the Meet they must email their Homeroom Teacher prior to 9am to let them know they are 'present' and able to continue their learning for the day. If a student is unwell a parent/carer should contact the College via Compass so that they are acknowledged as sick in College and NESAs records. If there is no communication with the Homeroom teacher, an SMS will be sent as per normal processes.

If students are ill and are absent from online classes, please go to the Compass App and click "Add Attendance Note". Complete as usual with the reason and dates. No medical certificate is needed for self-isolation.

All Junior School students are required to attend Class Meet (Community Time) every morning to have their names marked on the roll and continue to engage with their peers. If unable to attend the Meet their parent must email their Classroom Teacher prior to 9am to let them know they are 'present' and able to continue their learning for the day. If a student is unwell a parent/carer should contact the College via Compass so that they are acknowledged as sick in College and NESAs records. If there is no communication with the Classroom teacher, an SMS will be sent as per normal processes.

If students are ill and are absent from online classes, please go to the Compass App and click "Add Attendance Note". Complete as usual with the reason and dates. No medical certificate is needed for self-isolation.

Students who are not unwell should continue with their learning. Students are required to engage with their learning through the completion of classwork and submission to the Google Classroom or via email when required. All classwork is important and every piece of work counts in enabling staff to assess formatively how a student is progressing with their learning.

For Secondary School students, assessment tasks must be submitted as instructed online, and on time. Late penalties will apply as normal, and appeal, extension and illness and misadventure processes will still need to apply. These processes are accessible to the College community via the [website](#).

In the event of an absence due to illness, a student is expected to catch up on work when they are well again. Years 10-12 students must provide documentation if unable to complete an assessment task due to illness or misadventure.

Secondary School Process for Illness and Misadventure around Assessment Tasks

Under advisement from the NSW Education Standards Authority (NESA) and International Baccalaureate (IB), the College Illness and Misadventure process will apply for all students. This form is located on the [College website](#). Please see **Appendix 1** for the Illness and Misadventure Application Form.

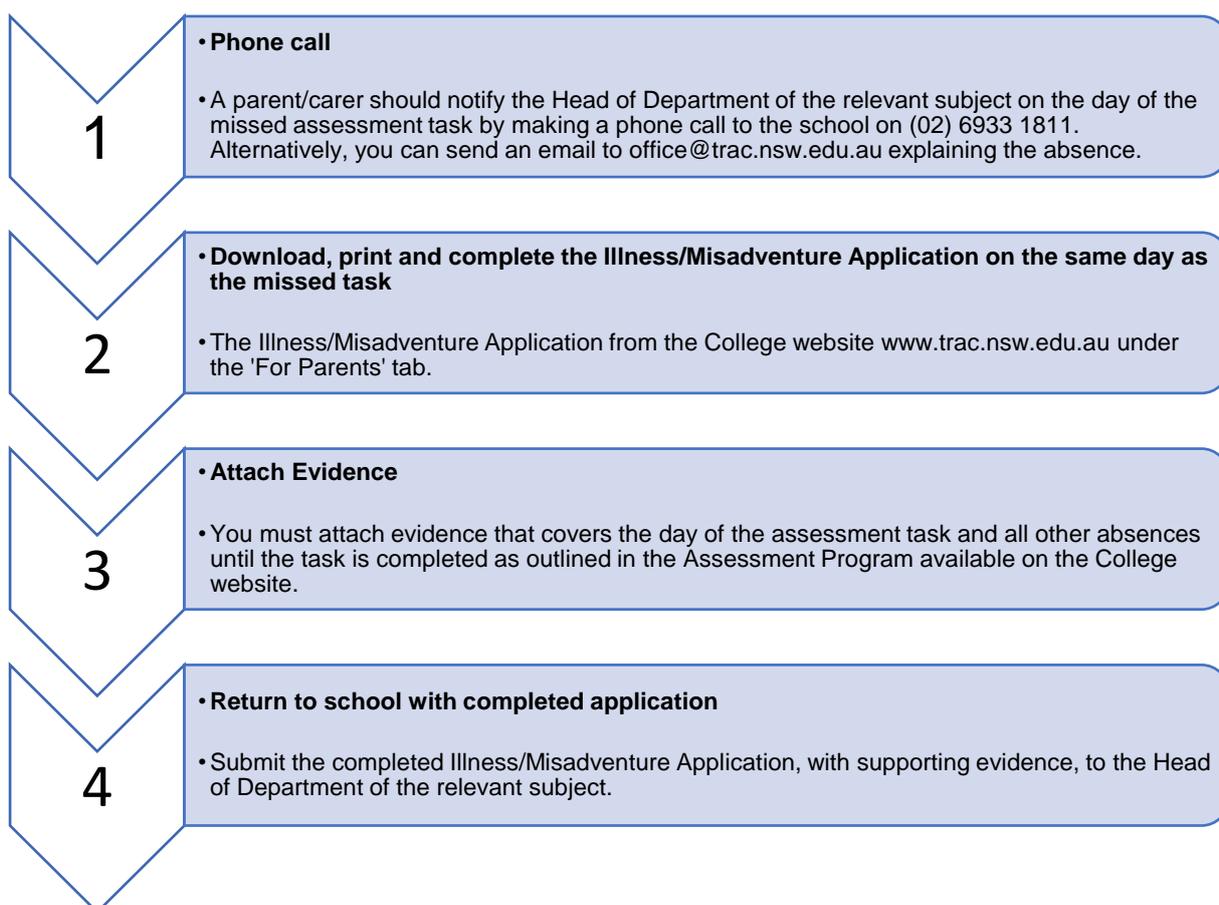
Illness and Misadventure Flowchart and Application Form

THE RIVERINA ANGLICAN COLLEGE



THE RIVERINA ANGLICAN COLLEGE ILLNESS AND MISADVENTURE FLOWCHART

If you are absent due to illness or misadventure on the day an assessment task is scheduled or due, follow and complete this process.



If you are in Years 7-10 and are absent due to illness or misadventure on the day an assessment task is scheduled or due, you must provide the college with documentary evidence and/or a letter from your parents/carers explaining the specific reason for the absence.

If possible, students in Years 11-12 should provide documentary evidence from a medical profession and/or other relevant parties as explained in their assessment handbooks.

Other Key Points for Parents

Establishing a routine regarding key points of contact will be vital for all students to:

1. Check their emails, Compass and Google Classrooms on a daily basis.
2. Remove all distractions, both electronic and otherwise from their learning environment if possible. Students should be conscious of their normal timetable and look to develop a plan for Google Meets, and tasks that need completion each day, this week, or each fortnight. The timeframes for working on the tasks have flexibility, their completion by due date, however, needs to be met unless otherwise advised.
3. Your child's device will be essential for continuity of learning. Your engagement as a parent with the device and the classwork therein will also play a key role in ensuring your child's learning is minimally impacted. Please ask your child to show you their Google Classroom so that you can keep up to date with the work that requires completion and provide support as possible for your child.
4. Parents will be informed via Google Classroom of a summary of their child's learning at the end of each week. The information for how to use the summaries can be found in **Appendix 2**.
5. Students need to be accountable for their work and staff will provide feedback at regular times in the learning program.
6. No student is to record, share or post online any materials that are published by teachers or the college. This would be a serious breach of the student code of conduct around electronic material.

SECTION B
HEAD OF DEPARTMENT DETERMINATION

To be completed by the Head of Department (HOD).

HOD's Name: _____

Department: _____

Course: _____

Date Illness/Misadventure form received: _____

Head of Department Determination:

- | | | |
|--|------------------------------|-----------------------------|
| 1. Task to be accepted without penalty? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. The task was submitted late. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| If yes, how many days late was the task submitted? | _____ day(s) | |
| 3. The task was missed/not completed. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4. An extension will be granted. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| If yes, nominate a revised due date: | ____/____/____ | |
| 5. An estimate will be awarded for the assessment. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 6. A zero (0) mark will be awarded. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

HOD's Signature: _____ Date: _____

SECTION C
STUDENT ACKNOWLEDGEMENT

Student acknowledgement of HOD determination.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

If you are not satisfied with the determination, you may complete the Appeal form and return to the Deputy Principal – Teaching, Learning and Innovation within three (3) days of receiving the determination.

APPENDIX 2

Guardian Summary for Google Classroom at TRAC

In the online learning environment, it is even more important that parents and guardians be informed of their student's learning. One of the reasons we have applied the Google Classroom platform is that it supplies a means by which parents and guardians are able to see the work that has been set and completed for the week, or even day.

When a guardian accepts an invitation from a teacher, they get regular emails about their student's work and classes. These emails, known as Guardian Email Summaries, include information about missing work, upcoming work, and class activity. After you accept the invitation, you get regular email summaries of your student's work. This will continue post TRAC - online.

The Riverina Anglican College Advice on Google Guardian Reports

We view the Google Classroom as a vital component in your child's learning. As a parent we actively encourage you to look in your child's Google Classrooms so that you are aware of the learning taking place and can provide support where possible.

The Google Classroom environment uses terms such as 'Question' and 'Assignment'. Most of the work completed in the class is for formative assessment- in other words these are class activities of a kind we complete every day; what one might call 'classwork'. Please do not be alarmed if it suggests your child has not submitted an 'assignment', although it should be a question you may ask your child as to when it will be completed.

We understand that learning and deadlines for classwork can be somewhat disrupted during this time. We do ask, though, that all assessment tasks (these are summative tasks used to measure your child's progress as a snapshot in time) be completed on time and to required specifications. If a student needs an extension there is a process for that here:

<http://trac.nsw.edu.au/parents.php?id=68>

The following website contains all of the information you need to be able access, understand and alter the settings of your Guardian Summary:

<https://support.google.com/edu/classroom/answer/6388136?hl=en>

There are also a series of Frequently Asked Questions that are answered by Google Classroom here:

https://support.google.com/edu/classroom/answer/7126518?hl=en&ref_topic=7175351

Who do I talk to if my child is having problems?

If the problem is around learning in a specific subject, the first point of contact is the classroom teacher. If the problem is around wellbeing they can contact their Leader of Wellbeing, Head of House, or Head of Secondary School.



The Riverina Anglican College

An International Baccalaureate World School

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