



Online Learning Guidelines 5 & 6

CANVAS is the platform where online lessons will be delivered.

Staff expectations

- Teaching will follow the school timetable as a guide.
- Staff are expected to provide similar work that they would set for a normal on-campus school day. Keeping in mind that tasks may take longer than usual without the guidance and support of a teacher.
- All lesson plans for the day need to be uploaded by 8:30am that morning with regular monitoring throughout the day.
- If students fail to complete tasks, the class teacher will contact the parents and include the Director of Junior School on this communication.
- Staff are encouraged to maintain a record of student engagement in the learning activities and provide timely feedback where required.
- Year 5 - 6 teachers will conduct a Google Meet with their class each morning from 8:45am - 9:00am to provide students with an outline of the day and answer any questions. This will be followed by a structured Maths lesson and an optional Google Meet check in session at 1:30pm.
- Staff are strongly advised to record their Google Meet.
- Should staff be unwell and unable to continue with their online learning delivery, they will notify students via the online platform, the Assistant Director of Curriculum and Director of Junior School. It is recommended that staff also apply an 'out of office' notice on their email indicating when they will be returning from leave to respond to questions and enquiries.

Student expectations

- Students will use the lessons and timing of their school timetable as a guide.
- Students will be responsible, motivated learners who adhere to the Waverley College Online Learning Protocols Document at all times - [Click here to view the protocols.](#)
- Students will identify a suitable learning space at home using a table or desk and chair and where learning activities can be undertaken with minimal disruption.
- Students will follow online etiquette: Google Meet is just like a normal classroom so the same expectations apply. Students are not to have their phones in their work space, they are to maintain respectful language and respect the learning of others. Google meet is monitored.
- Students will complete all learning activities with diligence and sustained effort, whilst maintaining the highest standards of academic integrity.
- If students fail to complete tasks to the best of their ability, parent's will be notified and a consequence will be enforced. This will also be reflected in their Semester Two Report.
- If students require further clarification or assistance with tasks allocated, the first point of contact should be the class teacher. Teachers will liaise with the Learning Support department when necessary.
- Should a student be unable to complete their assigned online working due to sickness or approved leave, the same procedures apply:
 - Junior School Absentee line, Skoolbag app or acoupe@waverley.nsw.edu.au
 - Leave of any kind: Director of Junior School

Parent Recommendations

Provide support for your children by:

- Establishing regular daily routines and ensuring that where possible, his regular timetable is followed.
- Reinforcing College expectations regarding completion of all learning activities.
- Monitor College communication through all digital platforms.
- Reinforce the importance of accessing online support from their teachers.
- Encourage regular technology-free breaks throughout the day.

Structure of the teacher's Lesson Plan

Once students log onto their timetabled classes for the day, the instructions and work for that lesson will be ready for them to view as follows:

- i. Heading-Classwork for (insert date)
- ii. The Learning Intention(s) of the lesson to be clearly outlined
- iii. The Success Criteria clearly explains how students will achieve the Learning Intention(s)
- iv. The work to be set in a clear manner including appropriate adjustments and resources
- v. An explanation as to how to get help (email, Google slides, docs...)
- vi. Clear explanation of how and when to submit work
- vii. Prompt, quality feedback on submitted work

Assessments

- For Year 5-6 students, we will modify assessment tasks and due dates so that boys are not disadvantaged.

Learning Support

Students who would ordinarily attend Learning Support groups will be assigned work to continue on with during these periods. Learning support staff have the option to Google Meet with students in small groups or individuals to offer extra support if required.

For students who require additional support with their learning, various support structures such as scaffolds and simplified instructions should be provided by the class teacher as per normal class.

Staff should liaise with Learning Support if they need extra support in adjusting online lessons for a child in their class who has a PLP.

Any queries should be directed to the following:

- Margaret Fitzgerald and Deanne Seamons (mfitzgerald@waverley.nsw.edu.au and dseamons@waverley.nsw.edu.au)

Academic Enrichment

Students who would ordinarily receive Academic Enrichment will be assigned work to continue on with during these periods.

Any queries should be directed to the following:

- Margaret Fitzgerald and Deanne Seamons (mfitzgerald@waverley.nsw.edu.au and dseamons@waverley.nsw.edu.au)

Wellbeing

Our College psychologists will still be available to consult via phone or over Zoom. Students who have made scheduled appointments to see a psychologist will still be able to access that support remotely.

Junior School psychologist's contact details:

- Alexandra McCredie (Monday - Wednesday) amccredie@waverley.nsw.edu.au
- Dawn Young (Thursday - Friday) dyoung@waverley.nsw.edu.au

Assistance with Technology

If your son needs technical assistance while he is working online at home, he can contact our Help Desk: Log a ticket by emailing helpdesk@waverley.nsw.edu.au with a description of the problem.

Parents who need technical assistance can contact iAssist by emailing iassist@waverley.nsw.edu.au or calling 0293690784