



Online Learning Guidelines 7-12

CANVAS is the platform where online lessons will be delivered.

Staff expectations

- Teachers will follow an adjusted timetable via Google Meet.
- Teachers will set up Google Meet sessions for each of their timetabled lessons to ensure that they are ready in advance for students to access. Teachers should ensure that this is complete for the duration of the off-campus learning period.
- Staff are expected to provide similar work as per a normal on-campus school day where lessons are 45 minutes in duration. They should ensure that the work is achievable in this time-frame. Please modify for students on PLPs.
- All lessons need to be uploaded to CANVAS.
- Teachers will mark the roll via TASS towards the beginning of each period.
- At the beginning of each period, teachers will explain the lesson. Once the explanation has been completed, teachers may direct students to continue to work offline or stay online if they have any queries.
- If students fail to complete tasks, in the first instance, the class teacher will contact the student. If the task is still incomplete, the teacher will contact the parents via TASS and include the HoH and HoD on this communication.
- Staff are encouraged to maintain a record of student engagement in the learning activities and provide timely feedback where required.
- Staff will hold a Google Meet with their wellbeing group every Monday (12:05pm - 12:20pm).
- Staff will answer students' queries during their timetabled lesson.
- 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 Administration Coordinator as well as their HoD. 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 follow an adjusted timetable in which they will participate in their regular periods via Google Meet.

PERIOD 1	8:45am - 9:30am	45 mins
PERIOD 2	9:30am - 10:15am	45 mins
RECESS	10:15am - 10:35am	20 mins
PERIOD 3	10:35am - 11:20am	45 mins
PERIOD 4	11:20am - 12:05am	45 mins
WELLBEING (MONDAY ONLY)	12:05pm - 12:20pm	15 mins
LUNCH	12:05pm - 1:00pm	55 mins
PERIOD 5	1:00pm - 1:45pm	45 mins
PERIOD 6	1:45pm - 2:30pm	45 mins
PHYSICAL WELLBEING	2:30pm - 3:15pm	45 mins

- Students will login to Google Meet for roll call and a lesson introduction at the beginning of every period.
- 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 workspace, 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, in the first instance, the class teacher will contact the student. If the task is still incomplete, the teacher will contact the parents via TASS and include the HoH and HoD on this communication.
- If students require further clarification or assistance with tasks allocated, the first point of contact should be the class teacher. Teachers will liaise with their HoH, and the Learning Support department when necessary.
- Should a student be unable to complete their assigned online tasks, due to sickness or approved leave, the same procedures apply:
 - Senior School Absentee line, Skoolbag app
 - Leave up to four days: Head of House
 - Leave of five or more days: Deputy Principal - Student and Staff Wellbeing
pbrennan@waverley.nsw.edu.au

Parent Recommendations

Provide support for your children by:

- Establishing regular daily routines and ensuring that his regular timetable is followed.
- Reinforcing College expectations regarding the 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.
- Contact the classroom teacher or HoH if students are unable to meet course requirements.

Structure of the teacher's lesson

Students will log onto Google Meet and CANVAS for their timetabled periods where they will receive verbal and written instructions for the work they need to complete. The written component of the 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 explain how students will achieve the Learning Intention(s)
- iv. The work to be set in a clear manner including appropriate adjustments and resources
- v. Clear explanation of how and when to submit work
- vi. Prompt, quality feedback on submitted work

Assessments

We will continue to review our assessment programs for Years 7-12 in line with NESA requirements and directives. We will continue to monitor advice from NESA to inform any decisions we make regarding learning and assessment. We will continue to inform students in writing of any adjustments to assessment formats and/ or submission dates outlined in the assessment schedules sent out at the start of the year.

Learning Support

Students who would ordinarily attend Learning Support groups will be assigned literacy lessons and other work to continue on with during these periods. Learning support staff will video conference with students in small groups or individually to provide extra support as 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 they would in regular lessons.

Teachers should liaise with the Learning Support team if they need extra support in adjusting online lessons for a student in their class who is on a PLP.

More extensive and/or ongoing support for students with disabilities should involve their Head of House, as well as Learning Support.

Queries should be directed to:

- Year 7 David Parnell (dparnell@waverley.nsw.edu.au)
- Year 8 Laura McLarnon (lmclarnon@waverley.nsw.edu.au)
- Year 9 Kim Burgess (kburgess@waverley.nsw.edu.au)
- Year 10 John McCoy (jmccoy@waverley.nsw.edu.au) or Kim Burgess (kburgess@waverley.nsw.edu.au)
- Year 11 Kim Burgess (kburgess@waverley.nsw.edu.au)
- Year 12 John McCoy (jmccoy@waverley.nsw.edu.au) or David Parnell (dparnell@waverley.nsw.edu.au)

Year 12 HSC Disability Provisions - David Parnell (dparnell@waverley.nsw.edu.au)

Additionally, class teachers whose students are ordinarily supported by a Learning Support Teacher Assistant are expected to make contact to arrange the best way to continue this support online. For example, using breakout groups or using shared documents to assist students editing their work.

- Helen Chia (hchia@waverley.nsw.edu.au)
- Jennifer Micallef (jmicallef@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:

- Year 7 - 12 Stephanie Boyce (sboyce@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 counsellor will still be able to access that support remotely. Senior School Psychologists contact details:

- Tessa Prior (tprior@waverley.nsw.edu.au)
- Greg Cameron (gcameron@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.