



# MARIST CATHOLIC SCHOOL

## PROCEDURE: Home/Remote Learning

<p>Vision</p>	<p>We are working together as a team to support each other and our students. We will deliver collective work in the aims of supporting all staff members and students to receive an equal and fair programme of learning that reflects our school's special character.</p>
<p>Expectations around work/availability</p>	<ul style="list-style-type: none"> <li>- Provide a programme of learning from Monday to Friday</li> <li>- Be available <u>at times</u> throughout the hours of 9am - 3pm</li> <li>- Teachers are required to be online for a minimum of 1 hour in the morning and 1 hour in the afternoon to answer emails, feedback to students and check in on work</li> <li>- Rolls need to be marked daily with 'F' as the code to be used while in lockdown.</li> </ul>
<p>Programme of Learning</p>	<ul style="list-style-type: none"> <li>- Class Dojo used to share weekly or daily programme of learning (approx. 2 - 3 hours of learning each day)</li> <li>- Austin class will be using email for communication rather than dojo.</li> <li>- Where differentiation is appropriate, work will be set up according to reading, writing and Maths groups. This will be sent through email.</li> <li>- All documents/tools used are consistent across the team</li> <li>- Check permissions on documents shared so that they are accessible by the appropriate people</li> <li>- Be aware that anything that you share is suitable for public consumption</li> <li>- Curriculum areas covered are: RE, Maths, Reading, Writing, Arts, PE, Inquiry (Science, Technology, Social Sciences)</li> <li>- Prayers/songs for the children to use</li> <li>- Just for fun section is added to weekly</li> <li>- Work may be completed online or offline and scanned to be sent through either on students portfolios or via email.</li> </ul>
<p>Communication with children</p>	<ul style="list-style-type: none"> <li>- Team post daily with a message, tip, idea for the day</li> <li>- One sample of reading, writing and maths feedback given per child each week</li> <li>- Consistent monitoring of your homegroups task completion</li> <li>- Email parent and student if required tasks are not completed weekly</li> <li>- There will be some personal/class video conferencing or sharing from teachers</li> </ul>
<p>Communication with teams</p>	<ul style="list-style-type: none"> <li>- All team members to contribute equally to planning, assigning of work, creating/finding resources</li> <li>- Arrange a time per week to meet together using Google Hangouts or Zoom</li> <li>- Check in on each other and remember that although we are in different spaces, we are still working together</li> </ul>
<p>Communication with parents</p>	<ul style="list-style-type: none"> <li>- <i>Please do not give out your personal phone number. All communication with parents are by email or dojo only</i></li> </ul>

	<ul style="list-style-type: none"> <li>- Emails will be answered within the hours of 9am - 3pm</li> <li>- Emails do not need to be answered immediately but same day if possible</li> <li>- No communication with parents between the hours of 4pm - 9am</li> <li>- Any emails that are out of the ordinary, please forward onto your Team leader who will determine next steps</li> <li>- Any emails related to COVID-19/school closure to be forwarded to Sarah</li> </ul>
Communication with Team	<ul style="list-style-type: none"> <li>- Meet together as needed using Google Hangouts or Zoom</li> <li>- Any decision impacting on teachers will be shared by Team leaders to teams</li> <li>- We will meet as a staff once a week (Thursday 4pm) for a brief catchup on Zoom. This will be communicated via the Staff What's App group.</li> </ul>
Sickness	<ul style="list-style-type: none"> <li>- Please notify Sharon and Sarah if you not able to fulfill your duties due to sickness</li> <li>- Team will cover communication with students and parents from that Homegroup</li> <li>- If you or a family member have tested positive for COVID-19, please inform Sarah immediately</li> </ul>

### **Information for parents**

#### Vision:

Marist Catholic School staff are working together as a team to support all students.

We will deliver collective work in the aims of supporting all students to receive an equal and fair programme of learning that reflects our school's special character.

During an uncertain time, we want to be the source of positivity, fun and consistency for our students.

#### Learning:

- Teachers will provide a programme of learning for Monday to Friday
- Activities will be shared on the class dojo or via email
- Curriculum areas covered are: RE, Maths, Reading, Writing, Arts, PE, Inquiry (Science, Technology, Social Sciences)
- Prayers/songs for the children to use will also be available the Marist school dojo page
- Just for fun challenges will be added to the dojo weekly
- Work may be completed online or offline to be scanned and sent through to the dojo or via email to the teacher

#### Communication:

- Emails will be answered within the hours of 9am - 3pm. Although we may not be able to answer them immediately we will aim to answer them on the same day if possible
- Teams will post a daily message on their class dojo for the students
- One piece of reading, writing and maths feedback will be given to each child per week
- Teachers will be monitoring all tasks completed by students and would like parent support with this also
- If teachers have any concerns around students not completing tasks, they will contact parents by email
- There will be some personal/class video conferencing or sharing from teachers
- If a teacher is unable to fulfill their duties due to sickness, team members will cover the student learning and communication with you and your child