



Remote Learning (Updated)

**Student Handbook + Resources
Term 3, 2020**

Be The Best That You Can Be

RESPECT | EXCELLENCE | CREATIVITY

Do Not Download - This Document Will Update



Following advice from the Victorian Government, Wheelers Hill Secondary College will be moving to remote and flexible learning for all students from Wednesday, August 5.

This is a step all Victorian government schools are taking to help slow the spread of coronavirus (COVID-19). **This means that all students who can learn at home must learn from home.** This is a very clear directive from the Victorian Government based on the advice of the Chief Health Officer.

This Handbook will cover the processes and procedures Wheelers Hill Secondary College will use to manage the transition to Remote Teaching and Learning. This handbook will cover:

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The health, wellbeing and safety of students, staff and the broader community is our priority.

The Remote Learning Handbook needs to read by all parents and students.

Our College Community is expected to continue to follow the most recent advice from the relevant authorities, including www.health.gov.au and DHHS with respect to the situation caused by COVID-19. Again, the health, wellbeing and safety of students, staff and the broader community is our priority.

FOR ICT ASSISTANCE, CONTACT: business.manager@whsc.vic.edu.au	FOR ADMIN INFO, CONTACT: wheelers.hill.sc@edumail.vic.gov.au
PARENTS SHOULD CONTACT THEIR CHILD'S HOME GROUP TEACHER OR THE COLLEGE DIRECTLY IF THEY HAVE ANY QUESTIONS OR CONCERNS ABOUT THEIR CHILD'S LEARNING.	

Structure of Classes

Classes will work differently while the College is Remote Learning. These changes have been made to ensure a smooth transition to our new learning environment, and to make sure that you are fully supported without being overwhelmed!

While Remote Learning, this is how your typical school day may run:

HOME GROUP CHECK-IN: Every morning @ 8:50am in Year Level Teams

Home Group is an important part of the Remote Learning classroom. It's our chance to touch base with you, support you with classwork and your wellbeing, troubleshoot any technical issues, and mark attendance!

You will be added to a "Year Level Team" on Microsoft Team (see Microsoft Team Set Up Guide). In this team, your Home Group will have a "Channel" for you to communicate in.

The following steps will take place in the morning Home Group Session:

STEP 1:	Home Group teachers will start a "Meeting" in the Home Group Channel, located within the Year Level Team.
STEP 2:	Students will join the "Meeting" at 8:50am.
STEP 3:	Teachers will take attendance and mark it on Compass.
STEP 4:	With your Home Group Teacher, you will look through the "Year Level Bulletin", which will be published by the Year Level Coordinator on the Compass Newsfeed. You will discuss the activities on there and go through any important reminders for the week.
STEP 5:	Let your Home Group Teacher know if you have any issues while working Remotely – ICT, Set up, Understanding work. They're there to support you and point you in the right direction!

YEAR LEVEL BULLETIN: Posted to Compass Newsfeed – Check Every Day

Every Monday morning, Year Level Coordinators will post a "Year Level Bulletin" for all students. It will be posted on Mondays at 8:30am, and it is an expectation that all Home Group teachers and students read and refer to it throughout the week.

In the Bulletin, you'll have a weekly schedule. Each Day will have the following:

- **HG Activity:** A small discussion-based activity to engage with in Home Group!
- **Physical Activity:** A link to a Physical Activity you can complete during the day, in and around your online classes. You need to be sure to do 30 minutes of physical activity, and this link is an example of an activity you can do in your own homes!
- **Mindfulness Activity:** Make sure you are taking time to look after yourself – this is a link for an activity you can complete in and around your online classes.
- **Creative Activity:** A small creative task you can complete to help break up the day!

YOUR REMOTE CLASSES:

LESSONS			
What are they?	<p>Lessons will take place online in Microsoft Teams They will appear on your Compass Schedule, and in your Teams Calendar.</p> <p>This is where you will meet with your teacher and your whole class, and complete learning activities, workshop tasks and learn new content.</p> <p>Attendance will be marked on Compass for all Lessons.</p>		
How often will they happen?	<p><u>Years 7 – 11</u> We will maintain a full timetable for all students; however, all lessons will generally run for a reduced time of approximately 45 minutes.</p> <p>Lessons for each day are as follows:</p> <p>Period 1 – 9.00 - 9.45 Period 2 – 10.36 - 11.20 Period 3 – 11.48 - 12.35 Period 4 – 1.48 - 2.35</p> <p><u>Year 12 and combined Year 11/12</u> We will maintain a full timetable for all Year 12 classes.</p> <p>Lessons for each day are as follows:</p> <p>Period 1 – 9.00 - 10.12 Period 2 – 10.36 - 11.48 Period 3 – 11.48 - 1.00 Period 4 – 1.48 - 3.00</p>		
What do I need to do?	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p><u>Students</u> Make sure you log into the Scheduled “Meeting” via teams on time.</p> <p>Wear Headphones. Work in a quiet space.</p> <p><u>ACTIVELY PARTICIPATE</u> in the lesson! We know when you are logging in and walking away.</p> </td> <td style="width: 50%; vertical-align: top;"> <p><u>Parents and Guardians</u> Look at your child’s schedule on Compass, and on their Teams Calendar.</p> <p>Ensure they have a quiet space to work, free from distractions and interruptions.</p> <p>Ensure they are engaging in the lessons.</p> </td> </tr> </table>	<p><u>Students</u> Make sure you log into the Scheduled “Meeting” via teams on time.</p> <p>Wear Headphones. Work in a quiet space.</p> <p><u>ACTIVELY PARTICIPATE</u> in the lesson! We know when you are logging in and walking away.</p>	<p><u>Parents and Guardians</u> Look at your child’s schedule on Compass, and on their Teams Calendar.</p> <p>Ensure they have a quiet space to work, free from distractions and interruptions.</p> <p>Ensure they are engaging in the lessons.</p>
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	Come prepared and ready to learn, just as you would for any normal class at school.
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What if I need help?	<p>All Students If you are stuck, you can email your teacher, or contact them on Teams (“@” them in the General chat). They will make sure they get back to you within 48 hours.</p> <p>It’s important that we are flexible and resilient in these difficult times. Your teachers want the best to help you – so be patient and respectful of your teachers and fellow classmates.</p>	<p>Parents and Guardians Encourage your child to use their planner to prioritise and organise their working time.</p> <p>Encourage your child to problem solve and attempt their work themselves before reaching out to staff by email.</p> <p>We understand these are difficult time for parents and carers, and we thank you in advance for taking an active role in your child’s learning!</p>
What if I don’t do the work?	<p>Students Teachers will know if you’re not engaging with your work – so don’t think you can opt out of it!</p> <p>If you’re not prepared for lessons, if you’re not submitting work – there will be a record made on Compass, and your parents will be contacted.</p> <p>It’s vitaly important that you are playing an active role in your learning during this remote time.</p>	<p>Parents and Guardians If a Teacher is concerned about the amount of work being completed by a student, you will be contacted via email.</p> <p>We appreciate your support in ensuring the continual education and development of your child can take place during these unprecedented times.</p>

PSD SUPPORT

All ES Staff members will be added to classroom teams for our students identified for PSD. ES Staff members will be present for lessons and offer support for students during this time.

INDEPENDENT READING PROGRAM RESOURCES

The Year 7 Independent Reading Program will continue throughout Remote Learning. Students and parents can access free reading resources [here](#).

Platforms for Remote Learning

Remote Learning will take place within the College’s Office 365 suite, using the **Teams application**. Students will access this platform using their personal College login credentials, and in addition to Teams, will be able to utilise all existing Microsoft Office applications including Word, PowerPoint, Outlook, Excel, and SharePoint. These apps are sufficient for most remote learning classes and are available via the web browser for all existing students.

STUDENTS WITH TECHNICAL ISSUES SHOULD CONTACT:

business.manager@whsc.vic.edu.au

Microsoft Teams is **the only approved application** the College will utilise for Remote Learning. No other third-party communications applications, such as Zoom, Skype, or FaceTime, are permitted for the security and safety of students.

In addition to Teams, parents and students will also be provided administration and learning information via the following platforms:

PLATFORM	PURPOSE
WHSC Website & Compass	<p>The WHSC website will regularly update a dedicated REMOTE LEARNING page with learning resources, instructions, and handbook links for all parents and students. This information will be a featured tab on the homepage menu bar for easy access by all users.</p> <p>Information on the website will be available on Compass via “Remote Learning Resources”, located under the STAR tab.</p>
Compass Newsfeed	<p><u>ALL-PARENT NOTIFICATIONS:</u> These are published by Principals as required to distribute important information relevant to all parents in all Year levels. These will be posted at the same time of day. Parents and students should be sure to check in to Compass regularly for the latest information.</p> <p><u>WEEKLY YEAR LEVEL BULLETINS:</u> These bulletins are published each Monday at 8:30am by Year Level Coordinators. Each schedule outlines the week’s HG / Wellbeing / Physical activities for each school day. These provide the framework for staff and students to organise their learning and allow parents to access administrative and learning information for their child.</p>
Student Class Teams	<p>Teachers will communicate with students primarily through their class Team. This is where lessons will be held, questions can be answered, and where students can work on tasks through Channels created and moderated by Classroom Teachers.</p>

Expectations & Learning Space Setup

SETTING UP YOUR LEARNING SPACE

The following recommendations are made in the **setup** of your remote learning space:

- **Maintain your normal school routines.**
 - Get up at the same time each day as you usually would for school; have breakfast, wear appropriate attire and be ready to start the day at **8:35 am**.
- **Take the time and effort to set up your learning station properly.**
 - Where possible, use a table or a desk as your learning space. You must be able to focus in this space.
 - Ideally, choose a room with a door that can be closed, and establish a routine that when you are in there, you are at “**school**” and not available to the rest of the household.
 - Ensure you have a working pair of headphones for interactive lessons and these must occur in a quiet area with good internet connection.
 - Ensure there are no obvious distractions in your learning space (e.g. television, music, social media).
- **Take breaks and avoid sitting at your desk all day.**
 - Use your class schedule, including recess and lunch breaks, to establish clear learning times, active times and break times for yourself.
 - Make sure that you eat well and drink lots of water.
 - Ensure you do your 30 minutes of physical activity, look at the Year Level Bulletin for inspiration.
 - Be sure to adhere to social distancing and other requirements.
- **Keep in contact with other community members (students, staff and family).**
 - Use Teams and email to discuss school related topics with staff and other students.
 - Speak to someone you trust if you feel unsure or overwhelmed.
 - Make your day schedule available to your family and get their support so that you can be successful in keeping to it.

STUDENT ENGAGEMENT EXPECTATIONS

The following expectations are outlined for the school community:

- As a scheduled school, day students **must** continue their learning and respect the learning environment provided by teachers. Respectful communication is required at all times.

- Students and families who may need **ICT assistance** with laptops are asked to email the College using the following email address. Emails received will be actioned as soon as possible. Contact the IT help desk using this email:
business.manager@whsc.vic.edu.au
- **Any disruptions caused by inappropriate student behaviour will not be tolerated.** **Student behaviour concerns** will be identified by the subject teacher **once**. If the identified behaviour continues the student will be temporarily removed from the learning opportunity, a Chronicle entry will be recorded, and parents will be contacted by the subject teacher through email. Further engagement concerns will be followed up by the appropriate Year Level Coordinator, Sub-school leader or member of Principal Team.
- Students and our staff are expected to practice good **E-Safety** while working remotely, and to observe all existing classroom behaviour expectations while interacting with their teachers and fellow students. Additional resources for keeping your information safe online can be found [here](#).
- Students can **contact teachers (either through email or Teams)** if they need support. Students can expect a reply between 8:30am to 4:00pm, Monday to Friday, within 48 hours of sending their communication.
- **All members of the community** are expected to have an active role in the Remote Learning that will take place during this time. Each member of the community has a responsibility to see ongoing development of skills and Teaching and Learning.
- If you or your family require any additional assistance to participate in remote learning please do not hesitate to contact the College at whsc@whsc.vic.edu.au.

TECHNICAL & INTERNET FAILURES

In the event of a state-wide or College internet or network failure, and online platforms become unavailable students are expected to continue working independently through previously assigned work. Students and families are asked to monitor their WHSC emails for network updates as they become available.

If you encounter unexpected technical difficulties that cause you to be unable to participate in an Interactive lesson (either prior to or during your lesson), please **contact your subject teacher immediately via email** and log a request with the IT help desk using the email:
business.manager@whsc.vic.edu.au

Student Wellbeing

The WHSC Wellbeing team consists of our Social Worker, Sub-School Leaders and Year Level Coordinators. In regards to you, or your child's, wellbeing you can contact the following staff members:

Senior School Leader	Judith Riddoch	ri@whsc.vic.edu.au
Middle School Leader	Angela Field	afie@whsc.vic.edu.au
Year 12 Coordinator	Louise Ford	fd@whsc.vic.edu.au
Year 11 Coordinator	Max Ellis	me@whsc.vic.edu.au
Year 10 Coordinator	Megan Hodgkinson	mhod@whsc.vic.edu.au
Year 9 Coordinator	Jacinta Wilson	wi@whsc.vic.edu.au
Year 8 Coordinator	Yeneo Pousoulis	ypou@whsc.vic.edu.au
Year 7 Coordinator	Ben Shepherd	bshe@whsc.vic.edu.au
Social Worker	Helen Charalambous	hch@whsc.vic.edu.au

To view a number of resources and contacts for External Wellbeing Support for Students, Parent/Carers and Staff, please [click here](#).

Helpful Apps & Activities: For additional resources and apps you may wish to investigate, and for activities students and parents may wish to do at home, [click here](#).

ICT Assistance: If you are experiencing ICT Issues please contact WHSC ICT Help Desk business.manager@whsc.vic.edu.au

Please Note: If you're in an emergency situation or need immediate assistance, contact mental health services (1300 369 012, 24hrs 7 days a week), go to your local emergency department or call emergency services on 000.

Additional Resources:

- [Your Child's Wellbeing](#)
- [Your Child's Mental Health](#)
- [Cyberbullying & Cyber-Safety](#)
- [Taking Care of Yourself](#)

Key Contacts

Position	Name	Email address
Principal	Aaron Smith	sh@whsc.vic.edu.au
Assistant Principal (Senior School)	Judy Anderson	jand@whsc.vic.edu.au
Assistant Principal (Middle School)	Andrew Dixon	dx@whsc.vic.edu.au
Senior School Leader	Judith Riddoch	ri@whsc.vic.edu.au
Middle School Leader	Angela Field	afie@whsc.vic.edu.au
Year 12 Coordinator	Louise Ford	fd@whsc.vic.edu.au
Year 11 Coordinator	Max Ellis	me@whsc.vic.edu.au
Year 10 Coordinator	Megan Hodgkinson	mhod@whsc.vic.edu.au
Year 9 Coordinator	Jacinta Wilson	wi@whsc.vic.edu.au
Year 8 Coordinator	Yeneo Pousoulis	ypou@whsc.vic.edu.au
Year 7 Coordinator	Ben Shepherd	bshe@whsc.vic.edu.au
Careers Coordinator	Voula Jakubiki	vja@whsc.vic.edu.au
Social Worker	Helen Charalambous	hch@whsc.vic.edu.au
International Students Coordinator	Jane Xing	jxi@whsc.vic.edu.au
General Office Administration	Wheeler's Hill Mailbox	whsc@whsc.vic.edu.au
Business Manager	Frida D'Costa-Kent	fdk@whsc.vic.edu.au
ICT Issues	ICT Help Desk	business.manager@whsc.vic.edu.au