



Mildura Senior College

Remote Learning Communication Guidelines for Students, Parents and Carers

Remote Learning will commence on Wednesday Morning the 15th of April Term 2 2020.

This information is to ensure Students and Parents/Carers are informed and confident in the ways in which staff at Mildura Senior College will Communicate with them during the COVID -19 Remote Learning Period. The following information aims to provide clear expectations for students around communication in order to demonstrate engagement in Remote Learning, submission of work and what students can expect from Classroom teachers and Pathways teacher during this time. Clear timelines and the contact you should expect as a Student and Parent/Carer are also provided below.

Please note: All schools will deliver remote learning in a slightly different way during this time. At Mildura Senior College our program is tailored to best meet the needs of MSC students. The Remote Learning program has been created to ensure all students will continue to progress with essential learning until which time we are able to return to school.

Communication for Learning and Wellbeing Support Model:

Students will have contact from either their Classroom Teachers, Pathways Teacher or Wellbeing Support daily. Students will continue to receive reports (SLPs) reflecting their progress, achievement and engagement during this time.

Day	e5 Learning Model	Communication Requirements
Monday	Engage Explain	Weekly Remote Learning Plan Sent/Emailed to students by all classroom teachers with welcome, focus and weekly class contact times/arrangement. Class Check ins – 5-10min or longer session if required. Teachers and Subject areas present and share content online to students to assist to explain topic, concepts and Learning Intention/Success Criteria.
Tuesday	Explain	Teachers and Subject areas present and share content online to students to assist to explain topic, concepts and learning Intention/Success Criteria. <i>Pathways Memo sent to students each week</i> <i>SRC Memo sent to students</i> Tutorial Time – Teachers engage with Student in scheduled block time Teachers Answer students questions (see Timetable via WebEX or Google Meets)
Wednesday	Explore	Pathways Teachers email students (or phone where students do not have access to email) to check on Wellbeing Progress and learning needs Students must reply to this email by end of day Thursday Tutorial Time – Teachers engage with Student in scheduled block time Teachers Answer students questions (see Timetable via WebEX or Google Meets)
Thursday		Students Reply to their Pathways Teachers by the end of Thursday.

	Explore	Tutorial Time – Teachers engage with Student in scheduled block time Teachers Answer students questions (see Timetable via WebEX or Google Meets) Students may be required to undertake a timed SAC or assessment task
Friday	Evaluate	Teachers Follow Up with Pathways teachers and students if students have not made contact or submitted work. Pathways teachers follow up students who have not replied to weekly contact. Parents/Carers will be contacted if students are not responding Teachers assess work and provide timely feedback Students submit work to the teacher. Students may be required to undertake a timed SAC or assessment task

Please Note:

Vulnerable Students will be contacted in addition to these communications to support their learning and wellbeing. This will be by Integration Aides and the Wellbeing Team.

Students and Families can seek additional support at any time by communicating with teachers or through the Wellbeing Team.

Recording and Monitoring Student Participation, Engagement and Level of Achievement:

- Teachers will continue to record student engagement, participation and submission of work throughout the Period of Remote Learning.
- Student Learning Profile Reports (SLP's) will continue to be published on Compass every 3-4 weeks. A text message will be sent to families when these are available and students will be informed via their Pathways teachers.
- Student Engagement during this time will be recorded by the level of **reply contact** to Pathways teachers, classroom teachers, attendance in weekly Tutorials and regular submission of work.
- Students should contact their teacher if they are not sure what is required at any time during the Remote Learning period.

Students are required to respond via email to their Pathways teachers each week and attend all scheduled tutorials at the times listed below.

Teachers and Pathways teachers will contact Parents/Carers via email or phone if they are concerned or do not hear from a student each week.

ICT Remote Learning Platforms that will be used during a Period of Remote Learning:

- Google classroom
- Google Meets (video link platform)
- Webex (video link platform)
- Compass
- Clickview
- Edrolo
- Email
- YouTube

Tips for Students when working remotely:

- Set up an at home work space: See [Tips for setting up your homework space.doc](#)
- Follow protocols when working with ICT remote learning platforms: See [Tips for engaging in ICT remote learning platforms.doc](#)

- Contact your classroom teacher if you have any questions about online learning material, a particular concept or to access additional support
- Contact your Pathways teachers if you have any concerns or questions overall. This could include, support to set up your home work space and transition to remote learning, Wellbeing support, Pathways support or any other concerns at any time.

Timetable for Remote Learning

Monday	Tuesday	Wednesday	Thursday	Friday
Students Review Weekly lesson Plans Sent to Students	Students Review and access Content	Pathways Teacher Communication Sent to Students	Block 2 Tutorial 9:00 - 10:30 (90)	Student Submit Work & Teachers Provide Feedback
Block 4 - check in 9.45-10.30		Break	Break	Block 2 assessment time if required 9 – 10am
Break		Students Review and access Content	Block 1 Tutorial 11:00 - 12:30 (90)	Block 3 Tutorial 11:00 - 12:30 (90)
Block 1 - check in 11:00 – 11:45	Student Submit Work & Teachers Provide Feedback			
Block 2 - check in 11:50 – 12:35	Group SAC time if required 12 – 1pm			
Break	Break	Break	Break	
Block 5 - check in 1:15 – 2:00	Block 5 Tutorial 1:30– 3:00 (90)	Block 4 Tutorial 1:30– 3:00 (90)	Block 1 assessment time if Required 1-2pm	Student Submit Work & Teachers Provide Feedback
Block 3 - check in 2:05 – 2:50				Block 5 assessment time if required 2:15- 3:15pm

External classes at TAFE and Riverside TTC:

Students who attend external classes will receive additional information and timetable to access these classes.

Definitions and supporting Documents to assist students during Remote Learning Period:

Item	Definition or Click on the icon to view the document
MSC	Mildura Senior College
Remote Learning	Learning that occurs of site and not face to face in a regular classroom
Tutorial	Students and Teachers meet <i>face to face</i> via WebEX or Google Meets, this is run like an online classroom. Where teachers will elaborate on content, students can ask question and learn together.
ICT remote learning platforms –	Online programs that allow people to meeting together online, usually where you can see each

	other through a video link – WebEX and Google Meets
MSC Tiered Communication Model Remote Learning - Parents and Students	Click the Icon to Open
MSc Tips for engaging in ICT remote learning - Students	Click the Icon to Open
MSC Tips for setting up a home work space – Teachers and Students	Click the Icon to Open
MSC Staying Safe Online – Tips for Students	Click the Icon to Open
MSC Parents as Partners in Remote Learning - Parents	Click the Icon to Open

Where Students do not have Internet Access or have a medical condition that means they are not able to work on a computer:

Mildura Senior College will ensure every student has a device to be able to engage in Remote Learning. Students who identified as not having a device prior to the end of Term 1 have already been provided the opportunity to collect a device. All other students will be offered a device in the first week of Term 2.

We will also work to ensure where possible (given satellites are in the right locations) all students have internet access to engage in our Remote Learning Model.

In the few cases where this is not possible or a student has a medical condition hard copies of the learning materials can be provided but we stress that to take full advantage of this model students should aim to engage in online content as much as possible. The College will communicate a collection point to relevant students and families.

Process for Student and Parent/Carer support during Remote Learning Period:

- Contact ICT Support at the college if you require ICT support to access remote learning materials via ictsupport@milsen.vic.edu.au or via Phone on 5021291 opt 5
- Contact classroom teachers via email surnamefirstnameinitial@milsen.vic.edu.au
- Contact Pathways teachers for wellbeing or engagement in remote learning support
- Contact Sub School Leaders if additional support is required
- Contact a member of the wellbeing team via <http://www.milsen.vic.edu.au/pages/wellbeing/team>
- If you are concerned about teacher communication or your student’s engagement in Remote Learning please contact your Students Pathways teacher or Sub School Leader. Assistant Principals are also available to assist.

Below are a couple of commonly asked support requests for ICT and frequently asked questions:

Google Notification Emails

- We have had a number of request regarding how to control the types of notifications that you receive in email from Google Classroom. The link below outlines how to customise your own specific notification settings in google classroom.
- <https://support.google.com/edu/classroom/answer/6141557?co=GENIE.Platform%3DDesktop&hl=en>

Edrolo Access

- If you are a first time Edrolo user you will need to register for your account, this is only in the case that you have a subject that uses this application. You can register for Edrolo at this address <https://edrolo.com.au/mildura-senior/>

- If you have registered but have forgotten your password you can also reset that from the Edrolo logon page (Please note that until there is a logon attempt the forgot my password options will not appear)

Accessing Email

- Here at the college students access their email by going to the college website and clicking on the “Webmail” link at top right side of the page. Alternatively you can use this link <https://webmail.milsen.vic.edu.au> . When accessing the school email user your school email address as the username e.g. (SMI0001@milsen.vic.edu.au) and your MSC password.
- Please note that we **do not** use the Google Email (Gmail) for our school emails, if you go to that page you will just receive an error.

Office / Adobe Creative Cloud Installed From Home

- We are currently working through ways to support students to install Office and Adobe Creative cloud from home if they do not already have it installed on their BYOD Device. If you require Office or need one of the adobe programs installed please email ictsupport@milsen.vic.edu.au

ICT Support Contact Information

- Email: ictsupport@milsen.vic.edu.au
- Phone: 03 5021 2911 option 5
- *(if there is no answer please leave a voicemail with your name and contact number)*

In Summary:

We will do the best we can to ensure that learning continues as normal. We are confident in the Remote Learning program we will provide.

Practical classes will move theory from other parts of their courses forward to support students to continue all classes and innovative ways for students to learn from practical elements will be developed. Practical subject will fulfil projects and practical elements when school returns to normal. This will be a challenge but we will all work together to rise to this challenge.

Things may change as we move through this uncertain time in our community but we will adapt and support our students through it all. We understand that this is not the ideal way for some Students to engage in learning and not necessarily students preferred way to work. We are all making these sacrifices in this challenging time for the health and safety of everyone, we are all in it together and will succeed together.