



**MANDURAH
BAPTIST COLLEGE**

BE STRONG & COURAGEOUS

CURRICULUM DELIVERY PLAN

TRANSITION TO ONLINE LEARNING



Mandurah Baptist College | Senior School

Transition to Online Learning



As the COVID-19 pandemic continues to affect our nation and community, we understand that many families are facing tough decisions around issues such as schooling and whether to continue to send students to school or keep them home. What we encourage you to consider is what is best for your particular context. Some families have really good reasons to self-isolate due to health issues within the family or contact with people who have travelled recently. For some people it is concerns about proximity with others and what is going on in the broader community. For some it is the need to keep continuity of daily learning for their child as they are essential workers who cannot be at home, or they know their child needs to be around others in order to work, or to maintain good mental health.

Whichever category you may fall into, we support you in your decision. For every MBC family this is an individual decision that you are making in the interests of your family.

As the media release stated, school will be open until the end of term – you are welcome to choose to be on site or working from home, as fits your particular context.

As of tomorrow, Mandurah Baptist College will be transitioning to an online learning model, in order to best support all of our students as we continue to navigate an uncertain time, with this model fully in place by Monday 30 March.

Students will be able to access class materials via SEQTA from home if they are not physically attending school and will be able to, in many instances as outlined below, join in with a class session via Microsoft Teams.

For students attending the school physically, they will still take part in the online learning program which will be operating for the whole Senior School.

Please see the following pages for an outline of the College's Online Learning program.

As we continue to journey through this uncertain time, please know that the College is still open and here to support you and your family. While learning and pastoral care may look different, it will continue in both the home and the College environment.

The College will continue to send daily updates in regards to the COVID-19 epidemic and host these, as well as links to other resources, on the News section of the College's website. If you or your child require assistance or care at this time, please contact the College.



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ONLINE LEARNING

YEAR 7- 10 EXPECTATIONS



Pastoral Care Group will not occur.
Please read the daily notices and then **follow your class schedule** for the day.

S

All lesson content will be on SEQTA prior to the lesson.



All students are expected to complete the set work for that class.



If you cannot complete work, need clarification or are having technical issues - please email your teacher.



Core classes will also use Teams. Please ensure that you are on time and join the meeting in your class team at that class time. **Attendance will be taken.**



Your Head of Year, Heads of Learning Areas and Deputy Principals are available should you need extra support. Students must complete their own work. Regular College policies apply.



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ONLINE LEARNING

YEAR 11 & 12 EXPECTATIONS



Pastoral Care Group will not occur.
Please read the daily notices and then **follow your class schedule** for the day.

S

All lesson content will be on SEQTA prior to the lesson.



You will be invited to join a Teams meeting for classes. Please ensure you are on time and join the meeting in your class Team at that class time. **Attendance will be taken.**



If you cannot complete work, need clarification or are having technical issues - please email your teacher or contact them on Teams.



Your Head of Year, Heads of Learning Areas and Deputy Principals are available should you need extra support. Students must complete their own work. Regular College policies apply.



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ONLINE LEARNING GUIDELINES



Video/Audio Call

You must wear appropriate clothing during online sessions



Blur the background of your video call

During a call, click on the three dots on the menu bar & click 'blur my background'



Check your sound

Use headphones when in a video/audio call & check your sound is working



Mute your microphone & turn off video

Mute your microphone and turn off your video when you join a meeting until your teacher tells you otherwise



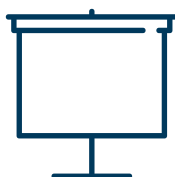
Say 'Hi:'

Type 'present' into the chat window when you join a meeting – we can then mark you present for attendance!



No recording

Do not record the session. Teachers are aware if you are recording



Remember: This is a classroom!

Be polite, respectful of others and focused on the lesson.
Normal expectations and standards of behaviour apply

Online Learning Model

The main elements of the Online Learning Model are as follows:-

- Students are to **follow their timetable** and be prepared to conduct their regular school day during school classes from home during regular school hours if at home. If at school, students will attend their regular classes to access the online learning environment. Some classes may be collapsed dependent on student numbers.
- Students are to **use SEQTA** to coordinate their day:
 - o Check Daily Notices each morning for important announcements
 - o Follow their class timetable as outlined on SEQTA
 - o Check each class' SEQTA planning for that day to see:
 - Learning Intentions & Success Criteria
 - Key curriculum content for that lesson
 - Activities to complete
 - Resources to be aware of and consult
 - o Work on activities as directed (in partnership with Microsoft Teams, if required – see next point)
 - o SEQTA will be updated each day by teachers by at least 8am on the relevant day
- For Year 11/12 classes and Year 7-10 MESH classes students are to also **access Microsoft Teams** during the scheduled lesson time and be 'present' for the duration of this class
 - o Attendance will be taken for Teams classes
 - o The teacher will conduct a 'meeting' to begin the lesson
 - o The meeting may consist of:
 - Direct instruction via video or audio conferencing
 - Online chat session to answer questions
 - Sharing of and completion of collaborative online activities
 - Any combination of the above
 - o The meeting will refer to the resources available on SEQTA, and be used in conjunction with these
 - o Classes note listed above may also elect to use Microsoft Teams, in which case students would be expected to be present. This will be clearly outlined in SEQTA
 - o Where no Team has been created, students are expected to follow SEQTA and use email to communicate with staff if offsite. Staff will still be accessible to students on site.
- Students will be further directed to use other online platforms already in use such as Mathspace, Education Perfect, Literacy Planet etc.

Year 11 and 12 Students:

Teachers, whilst able to do so, will prioritise the flow of work and feedback to our senior students. In doing so, teachers will use the software mentioned above and amend teaching programs so that students can work productively on tasks suited to the online environment available to them. While there will still be an element of direct instruction through Microsoft Teams, students should expect to spend more time on reading, writing and research-based tasks, all of which can be done very productively from home. Students studying a Certificate qualification will continue with knowledge and application-based learning as prescribed by the RTO under the direction of their teacher through SEQTA and Microsoft Teams. All practical application and skill development aspects of the qualification will be covered when classes resume.

Do not be anxious about the gaps that may occur in your learning. Your teachers will address these gaps when we are back to a normal routine.

Assessments:

Any in-class formal assessments will be rescheduled to take place once the College re-opens, although in the interim assessment outlines may be adjusted to enable students to complete alternative assessments at home. Home-based tasks (such as research assignments) will be able to be submitted electronically.

The College will investigate options to conduct in-class Year 12 assessments in regulated, separated and suitably distanced environments.

Communication:

Teachers will direct the flow of work and communication with their classes, both through Microsoft Teams and also through more traditional means such as email. Many of our staff teach more than 100 students a day. Teachers will not necessarily be able to answer every individual email immediately from students who are offsite. However, we do encourage students to contact teachers if they are confused about their task and cannot find the solutions within the instructions/information provided. Students on-site will still have access to their teachers.

Pastoral Care

Mandurah Baptist College's strong pastoral care program will continue as the College transitions to online learning. The College recognises that students may be feeling increasingly overwhelmed with the influx of updates and changes facing their immediate family structure and within their wider community network. This, coupled with the natural anxiety they will be experiencing in an unstable global environment, presents us with a very real need to continue to deliver strong pastoral care.

Student Pastoral Care:

Students in current care with Mr. Luke Smith and the team of counsellors and chaplains will maintain their communication avenues. This will be achieved by way of:

- a) on-site regular appointments agreed to by parents and student services where possible
- b) off site counselling by way of phone or team chat, or email with allocated counsellor or chaplain

Students identified as vulnerable or at-risk due to mental health concerns and/or learning needs will continue to come on-site where agreed upon by parents and school administration to maintain a balance of human contact and learning, considered critical to the maintenance of learning and /or mental health of at risk/vulnerable students. We will comply with government regulation if a society-wide lockdown is enacted and move to off-site check-ins by way of phone, team chat or email with agreed upon connections to support staff which may include Deputies, HoYS and/or Mr Smith's care team.

Parent Pastoral Care:

The College's website has a series of resources for the community in light of the current situation. This includes but is not limited to links to documents on hygiene, federal government updates, mental health support links, and access to pivotal updates for the school learning community when online.

In addition, parents are welcome to maintain email and or phone contact with administration. These calls and emails are not limited to questions about online learning but we encourage parents to make contact if they note their child struggling with wellbeing so we can activate a school support plan. The College is also available to parents if they find times mentally or emotionally challenging. Please get in touch if you require any assistance. Do not remain disconnected, be encouraged by staying in touch and letting us know how you and/or your family are tracking

Continuity of Learning Code of Conduct (Students)

- 1. The College Code of Conduct and ALL College policies apply at all times during Online Learning. Specifically, please note: the ICT Policy, Privacy Policy and Student Code of Conduct applies as per usual.**
2. The online learning environment is to be for its defined purpose.
3. The normal expectations and standards of a student at Mandurah College applies to the online learning environment. Whilst you are not expected to wear your college uniform, you are expected to present in any video meetings in appropriate clothing e.g. consistent with e.g. a free dress day.
4. As directed by your teacher, SEQTA, Microsoft Teams and subject-specific platforms (e.g. Mathspace, Education Perfect) are the platforms for online learning.
5. You must follow your regular class schedule from p1 (8:45am) until p7 ends (3:15pm).
6. There will be no formal Pastoral Care Group during the period of remote learning, unless the PCG teacher indicates that s/he wishes to touch base with your class. It is expected that you check the Daily Notices and your emails during this time before lessons begin.
7. Please be on time for all online classes as your teacher will be taking an attendance roll (normal bell times) and recording this for the college. Reported patterns of absence will be followed up.
8. Teachers are available on Teams for all Upper School ATAR & VET & Lower School MESH subjects (and others where indicated) during your scheduled lesson time. In subjects not requiring Teams an outline will be available on SEQTA and the teacher will be available via email.
9. When joining a Team for the start of a class please indicate that you are present to the teacher; and mute your microphone. When finishing a class please leave the meeting.
10. Please note all messaging is recorded on Teams and displayed. Respectful behaviour is expected of all parties, and this includes use of representative icons.
11. Check all lessons in SEQTA and follow learning intentions and steps for each activity. Teachers will post material for your classes ahead of the class time.
12. You may be required to complete assessments online to ensure that when we return to a regular college classes there is not a backlog of large assignments. Your teacher will inform you of this need as required. There will more than likely be an amendment to your class's assessment schedule due to the move to online learning.
13. Notify the classroom teacher for any technical problems immediately (the teacher may refer you to our IT support if they are unable to assist, or your parents/provider).
14. Usual name/tick/out procedures apply in the digital environment. Follow up will be via phone to parents.
15. Misuse of the digital environment whereby the work of other students and staff are compromised may result in a send out or suspension recorded.

Frequently Asked Questions -

Will students still have access to Chaplains/Counsellors/Psychs?

Yes. Either students or parents can contact the college for support. We will initiate a suitable point of connection e.g. phone; via Teams; or if absolutely necessary, in person with appropriate protocols.

What if my home Internet connection fails during a team 'meeting'/class?

Students have been asked to notify their teacher ASAP; then move straight onto SEQTA to keep the continuity of learning.

How do students ask questions during class (on microphone)?

We've encouraged them to ask their teachers this week, but some general protocols include typing on the message board that either they have a question (whereby the teacher can unmute the class) or type the actual question in and the teacher can answer for the whole class.

Break times and bathroom breaks?

Normal recess and lunch is scheduled. If a student needs to go to the bathroom that's ok – but please don't take your device with you!

Will study nights happen from home?

We are looking at this currently. There is nothing stopping students getting together in Teams of their own creation for this purpose, or we may create our own 'Study Night' team. A number of senior students have already set up study teams ready to go for certain subjects.

Will students be following their normal daily schedule if/when learning from home?

Yes. We feel it adds stability of routine (much needed by many students) and allows students to know when their teacher is available. They can always email teachers around this, but by following the schedule, everyone knows when teachers are delivering content and/or instructions, are available for assistance and they also know when their class is working on key content so they can work together.

My child suffers from an asthma cough, should I send him/her to school?

If the child has an asthma cough which is routine for that child, they may come to school – with notes please.

Will an iPad be okay for students to use Teams with at home?

Yes.

Is there the opportunity for after school tutoring to be done using teams?

A possibility. Currently it is difficult with regular tutoring occurring with students all present having various needs, but we will look at this as things unfold.

What about the Learning Support students?

Yes, Learning Support would continue via Teams. Staff will be available for assistance.

Can my child answer my calls (to check in on him/her) during the day, whilst he's/she's in class?

If necessary, yes; although please be aware that they may not be always able to answer depending on what is happening in their online lesson. We are encouraging our students to remain focused during lessons as much as possible. If they are 'muted' and the class is working without direct instruction taking place, it would be fine to take a quick call.