



**MANDURAH
BAPTIST COLLEGE**

BE STRONG & COURAGEOUS



CURRICULUM DELIVERY PLAN

**HYBRID REMOTE
LEARNING GUIDE**

Mandurah Baptist College | Senior School

Hybrid Remote Learning



As the COVID-19 pandemic continues to affect our state, there will be times when students may be required to work from home due to isolation requirement etc. For many of these times, the majority of students will be working face to face at the College campus with regular classes taking place, and so a *Hybrid Remote Learning* model will be in place.

In the *Senior School* students working remotely from home while classes are still running at the College will be able to access SEQTA and Teams in order to keep up to date with the learning that is taking place in their classes. Teachers will be indicating on SEQTA what work needs to be completed, with links to resources on Teams, as necessary. While streaming of classes will not be common practice, should a teacher be doing so for a particular lesson, they will indicate this on SEQTA. Teachers can be contacted via email for parents, or via email or Teams for students.

Daily Routine

Students are to check SEQTA and Microsoft Teams first thing in the morning to see what work needs completing that day. While they do not need to maintain the same schedule as if they were at school, and may choose to complete learning tasks in a different order, it is important that they complete all work assigned.

Additionally, some classes, depending on level of absence and nature of the lesson, may be streaming teaching content over Microsoft Teams. In this case, it is important that students working remotely are 'present' online for these sessions. Teachers will list on SEQTA if this is to be the case for their lesson that day.

In class assessments missed during a time of remote learning will need to be completed when a student returns to the College. Some assessments, such as assignments and projects, will still be able to be completed and submitted from home.

Expectations of Parents/Guardians

Parents and guardians are not expected to 'teach' their high school children if they are learning from home. They can, however, support their child's learning by also being aware of work required by looking on SEQTA and can then encourage their child to complete work set.

Should parents have any questions about work set, please contact the relevant course teacher.

Heads of Learning Area and Ms Meek are also available to answer any curriculum-related questions.

Pastoral Care Support

Mandurah Baptist College's strong pastoral care program will continue as the College navigates teaching in learning in a blended environment where some students are at the College and other students are learning from home due to isolation requirements or infection.

For students on site, pastoral care supports will remain in place as per usual protocols.

For students off site currently in care with Mr. Luke Smith and the team of counsellors and chaplains communication avenues will be maintained electronically as needed.

Heads of Year will also maintain contact as needed for students working off site.



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REMOTE LEARNING

HYBRID LEARNING EXPECTATIONS



Please read the Daily Notices on SEQTA and then **check the outline of each of your classes** for the day.

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Lesson outlines will be on SEQTA prior to the lesson. Detailed content will be on SEQTA and/or Teams.



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



If you cannot complete work, need clarification or are having technical issues - please email your teacher. Please be aware they may not be able to respond immediately.



If your class is going to have a Teams Meeting (video lesson) this will be noted on SEQTA. Please ensure that you are on time and join the meeting in your class team at that class time.



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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HYBRID LEARNING CODE OF CONDUCT

The College Code of Conduct and ALL College policies apply at all times during Remote Learning. Specifically, please note: the ICT Policy, Privacy Policy and Student Code of Conduct applies as per usual

- The remote learning environment is to be for its defined purpose.
- The normal expectations and standards of a student at Mandurah College applies to the remote 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.
- As directed by your teacher, SEQTA, Microsoft Teams and subject-specific platforms (e.g. Mathspace, Education Perfect) are the platforms for online learning.
- It is recommended that you follow your regular class schedule from Period 1 (8:45am) until Period 7 ends (3:15pm).
- You will not be required to 'attend' PCG class, however, it is expected that you check the Daily Notices and your emails during this time before lessons begin.
- Teachers will be posting an outline of each lesson on SEQTA, supplemented by material on Teams as necessary. You should check your classes for work required during the day. Check all lessons in SEQTA and follow learning intentions and steps for each activity.
- Should your teacher be streaming content during their lesson this will be indicated on SEQTA and Teams. Should this be the case, please be on time for all online classes. Reported patterns of absence will be followed up.
- When joining a Team for the start of a class please indicate that you are present to the teacher (in text); and mute your microphone. When finishing a class please leave the meeting.
- Please note all messaging is recorded on Teams and displayed. Respectful behaviour is expected of all parties, and this includes use of representative icons.
- 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).
- Usual name/tick/out procedures apply in the digital environment. Follow up will be via phone to parents.
- Please note that the teacher's attention will be primarily on the class physically in front of them, and they may not be able to attend to any questions posed on Teams immediately, but they will do so when they are able



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REMOTE 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

HEALTHY TIPS FOR WORKING AT HOME



Maintain good posture at your computer/iPad

The desk and laptop should be adjusted so the user can adopt a 'neutral' posture – ankles, knees, hips and elbows at 90° angles and hands in alignment with wrists.

Sit about arm's length from the screen (depending on individual eye conditions).



Take regular breaks

Ensure to take regular breaks, where you would normally break for recess and lunch, to rest your eyes from the screen and to eat and stay hydrated.



Don't sit still for too long

Stand up at regular intervals, for example every 45 minutes, as if there was class change-over. See attached stretches to wake your body up and avoid any stiffness. Move your body regularly.



Stay Hydrated

According to Healthiest Workplace WA, your brain is made up of 76% water. Maintain your water intake throughout the day to avoid fatigue and headaches.



Eat Nutritious Foods

Eat nutrient- rich foods throughout the day to keep your energy levels up and brain function at optimal level for working. Avoid foods high in sugars.



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