

19 November 2020

REF: 20.J282

Dear Parents and Caregivers,

I am writing to share with you the plan for Junior School learning ELC-Yr 6, during Week 7 (next week).

Today all teachers are home in line with the government mandate for a total state shut down. The College Leadership Team met this morning to discuss management of the situation over the next week. Skeleton staff remain on site to supervise children of essential services. With less than a handful of students needing supervision, we are so grateful to you all for working in partnership with us, as we seek to collaborate with the government to honour their directive for a state wide shutdown.

Regarding your children's learning over the next week I can advise the following:

- Today and tomorrow teachers are working from home to prepare online learning for next week (Week 7).
- Whilst the government has currently only shut down schools for Monday and Tuesday, to maintain continuity of learning, our teachers will prepare English and Maths programs for one week of online learning. This means if schools open next Wednesday morning, ongoing learning will continue when children come back to school i.e. online learning will occur face to face in the classroom. This ensures teachers can plan a full week of solid learning, rather than having the unknown of how many days children may end up being at school or at home. We await the state's advice on this next week.
- I can confirm that teachers will be sending home learning in the areas of English and Maths from Monday morning. An outline of work to be completed at home for English and Maths will be sent to you a minimum of twice during the week – Monday morning and Wednesday morning. Whilst teachers are not required to send information and learning home for other Learning Areas, there are some children who have current ongoing assignments and units of work that need to be completed by the end of the year. Further to this, there are some teachers who already have learning for other subjects prepared that will be an easy switch to online learning. In these cases, teachers may choose to send home, and/or provide additional information for other Learning Areas, over and above English and Maths.
- As per our preparation for online learning at the end of Term 1, ELC to Year 2 communication for English and Maths learning will occur via Seesaw and teacher email. Year 3 to 6 communication will occur via Google classroom, with a summary of Year 3-6 learning requirements via email to parents.
- At the end of next week, after we have reviewed current government directives, we will provide further advice as to what the final three days of school will look like for F-6 students during Week 8, and for ELC the remaining days through until 11th December.
- Teachers within the ELC will also provide some activities that can be completed at home via an online platform. These will be available for all Room 3 and Room 4 children. The priority of these learning opportunities will be focussed towards those things that best prepare our four-year-old children in the Preschool program, for their transition into Foundation next year.
- Yesterday F-6 Teachers sent home with children, books or resources required for learning during next week. As mentioned in Term 1, if your child has forgotten their book, then it's absolutely fine! Please improvise and provide innovative and flexible thinking of alternative options to complete the work. This will be greatly appreciated by teachers.
- Yesterday all children from Years 3 to 6 took their Chrome book home to set them up for success in case the lockdown is extended beyond next Tuesday. This maximises the Home Group teacher's opportunity to continue English and Maths learning right through to the end of the year.
- We understand there were some children absent from school yesterday and therefore do not have their Chromebooks at home. Please be advised, Year 3-6 Students can still access everything without their Chromebook. They do this by signing into a Google Chrome browser using their school email account (firstname.lastname@student.ecc.sa.edu.au) and password.
- Whilst there is no requirement for teachers to provide any online learning today and tomorrow (teachers are getting ready for next week), there are some teachers who will be encouraging their children to continue



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working on assignments and projects in order to meet end of term deadlines. Please ask your children to check their Google classroom for requirements in this area because teachers would like this work submitted as soon as possible. Grades for reports are being finalised as we speak, and if the work is submitted on time, teachers will be able to include this work as part of the grade. For those students for whom it is very difficult or impossible to submit work, please don't worry. Teachers will make a professional judgement for assessment based on work completed over the last semester.

- Please be advised that the report and portfolio timelines for Junior School (ELC-Yr 6) may be slightly extended as we seek to manage the complexities of a COVID-19 environment.
- Details regarding a) a possible return to ELC/school next Wednesday or b) a possible return to ELC/school the following week (Monday Week 8), will be conveyed to you subsequent to government advice next week.
- If we have to continue with online learning during Week 8, then teachers will be prepared to offer online learning in English and Maths during this week also. However, please be advised they will not offer both – we will either offer face to face teaching for ELC-Year 6, or we will offer online learning opportunities in line with government and SA Health advice.

We provide the following reminders in line with communication earlier in the year:

Duty of care with Chromebooks and warning to Year 3-6 Parents

- In order to use the Chromebook at home, students will need to connect to the home wifi system or use their parent's hot spot on their telephone. This will require the home wifi password or require parents to put the password in confidentially each time use is required.
- Parents are asked to consider the fact that at school all Chromebooks connect to the internet through a closely monitored filter. At home, these Chromebooks will not be going through the school filter, and so the onus will be on parents to monitor the use of the Chromebook with vigilance.
- Children are used to working around other children at school so the College recommends that at all times children use the Chromebook in an open area and not be taken into bedrooms.
- The College recommends a certain period of time each day that school work can be completed on the Chromebook, after which the Chromebook can be put away. This will also manage and monitor the amount of screen time a child is exposed each day. Parents are also advised that once students have downloaded what they need on a daily basis, they will be able to work off line.

If support is required at any time please email the IT Support Team on: itsupport@emmauscc.sa.edu.au

Parents are reminded that Chromebooks remain the property of the College for use by students at home. Please be empowered as parents, to add your own home rules and boundaries as needed. Children borrow the Chromebook and use it at home under your rules and timelines. Pressing Control-H in Google Chrome will bring up the history of what the student has been doing. If your son/daughter abuses your rules, then just like at school, they may lose the privilege of internet access for a day or so. At parent requests, the ECC IT Team can disable the student's Google account and reboot their Chromebook. The student would lose all access to the Chromebook until it's enabled again.

Further to this, please be advised, students are able to work offline (i.e. not connected to the internet). In this mode however, students would not be able to send and receive work from teachers. If this is necessary for some reason, teachers would work with you to provide alternative written tasks in the event you have had to withdraw privileges for child/ren pushing the limits. In all circumstances our ultimate goal is to work in partnership with parents so children can reach their God given potential in all areas.

Printers

If you don't have a printer, it doesn't work, or you run out of ink, it does not matter! We would ask you to improvise by transferring the information to a blank page in your child's exercise book. This is particularly important for Year 1 and 2 children who are still learning to write in sentences, and write on the line. Children at this stage require a lot of scaffolding and do not have Chromebooks. This means pdf sheets provided electronically to Year 1/2 parents on a USB earlier in the year may be useful. Parents are able to print off multiple copies at any time should an activity be repeated, a sheet is damaged, and/or there is a need to consolidate and stretch learning. We remind parents that these USBs not be shared outside your family to respect copyright licences where teachers have permission to copy for 'one class'.



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Year 3-6 parents are advised it is not uncommon to experience glitches when trying to print from a Chromebook. If this is the case, children can be encouraged to download a pdf document and email to themselves or a family member, for printing from a laptop or PC.

Submission of work for feedback and/or assessment by teachers

Please be advised in a normal school situation teachers don't mark everything every day – it's not physically possible to do this. As such, teachers will advise which piece of work needs to be uploaded or emailed for marking. We would ask parents and students to support teacher directives in this space so teachers can manage the high volume of online correspondence.

We understand that some young children in particular might get very excited about wanting to take photos and share all their learning every day. Again, we would respectfully ask that unless there is a specific request from teachers, students only submit the work specified by the teacher. Thankyou for your help in this area as teachers monitor the changing landscape in this area.

Families who do not have a scanner are able to take a photo of the student's work and upload to Seesaw (F-2), post in google classroom or email to the teacher (3-6).

F-2 - Reading Eggs & Reading Express

A reminder the College has purchased an online subscription so all F-2 students will be able to continue their reading development by accessing online readers through Reading Eggs & Reading Express.

Please ensure your child has access to a device that enables sound. This will be required for Reading Eggs & Reading Express

Realistic online response times from teachers

In general, parents can expect response communication during business hours, within a 24 hour period. F-2 parents can contact the teacher via email and Seesaw; Year 3-6 parents can contact the teacher via email. For any ongoing or more complex matters, parents are welcome to email the teacher to book a time to talk via phone.

We ask parents to understand that in a class of 28 children, if every child/parent/family made contact 3 times a day, that would be 84 pieces of electronic communication not including whole school matters. We would be so grateful if families could please be strategic in this area. Please assist the teacher to minimise contacts each day. Teachers will also need time to mark work and program lessons for the next day.

Please be patient in teacher response. If you are not receiving a response within 24 hours you will know teachers are being inundated with correspondence. [I have asked staff to equitably share their allocated time amongst all families.](#) If they have already answered a query from you one day, they will respond to other families before coming back to your second query in any one day.

As with any new initiative, we expect high online traffic next week. Thanks for showing patience and grace next week as teachers tweak their procedures. We are in a unique season...

I will provide another update middle of next week.

May the Lord bless you and your family at this time.

Kind regards,
Helen

Helen Vonow

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