



**ROSTREVOR**  
COLLEGE

# Online/Distance Learning

R-6 Parent/Caregiver Guide

# 2022

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## **Delivering an Online/Distance Teaching and Learning Program**

Every effort has been made to keep things in our online/distance mode as normal and familiar as possible. We will also check in with your son and you in a similar way, with class teachers, Mrs Paley, and Senior Leaders available to answer your questions and provide support.

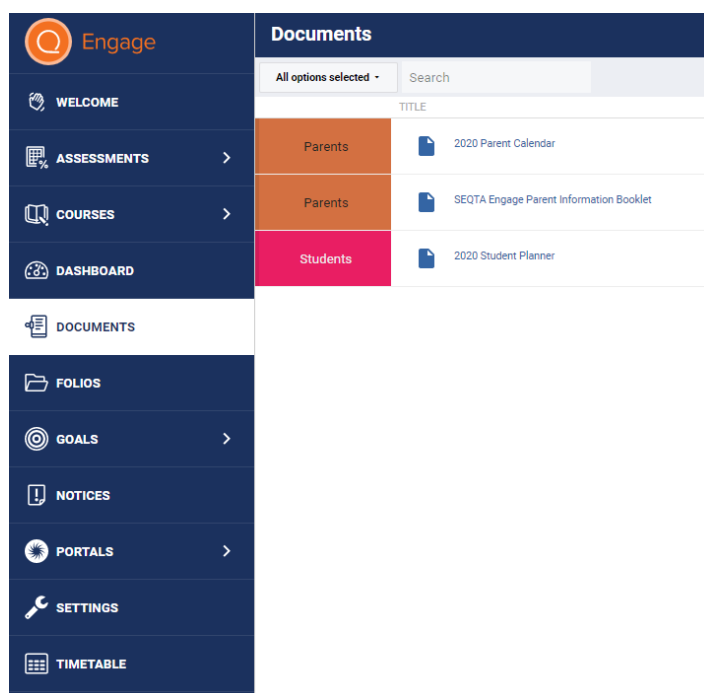
Keeping to our normal school routine is going to be very important in helping your son to continue his learning for the duration of the online learning experience. Attending lessons (online) and completing lesson activities in real time each day will also help to prevent boys from falling behind. While there will be many new opportunities for you to help your son with his learning, we do not want you to feel that you have to teach your son. His teachers will continue to design and teach engaging lessons and speak directly with your son through the Microsoft Teams platform.

## Communication from the College

Communication from the College will still occur through the use of the Rostrevor Covid updates on our website as well as via direct emails. We will also continue to alert families of news through our social media platform. Parents/caregivers should ensure they are subscribed to SEQTA Engage and that they monitor notifications to view notices and information.

Information and updates on online learning will be posted in **Documents** on SEQTA Engage from the Principal and Deputy Principals.

In this uncertain time where we may be isolated from each other, it will be more important than ever for you to take a few minutes to read Bulletins and emails from the College.



## Access to Teachers

Email response times by teachers to parents/caregivers or student enquiries will be within 48 hours during the school week. During online lessons and check in times, your son will still be able to ask questions and receive answers before the end of the lesson.

Rostrevor College has adopted Microsoft Teams as the platform of choice for video conferencing or engaging live with individuals or groups of students. Microsoft Teams is available as part of our Office 365 licence.

## Participation in Video Conferencing

To maintain personal connection to the College and to maximise opportunities to continue learning without interruption, your child will be requested to participate in video conferencing through the use of Microsoft Teams. Class teams meetings will be at 8.45am for the roll, morning administration and prayer, 11.00am and an optional 2.00pm meeting.

To safeguard the privacy of our students and staff, no part of video conferencing is to be captured by parents/caregivers, nor shared on social media or spaces outside of the official College channels. If you would prefer not to have your son participate in video conferencing, please notify his class teacher and the Deputy Principal – Dean of Faculty (R-12), Nicole Laube via email – [nlaube@rostrevor.sa.edu.au](mailto:nlaube@rostrevor.sa.edu.au).

Teachers may make the decision to utilise the text chat features on Microsoft Teams, based on the needs and capabilities of their students; these tools both allow for a teacher to set up and monitor a text chat between students, and to use it for instant feedback on learning tasks.

## Online/Distance Learning – Daily Plan

Junior Years students are expected to follow the timetable below. Daily activities for each lesson will be posted on SEQTA. The teacher will be online at 8.45am for PC to start the day and again at 11.00am and 2.00pm (optional). This has been constructed as we know that students and families cannot be online all day but there will be a lot of support available via the Teams chat. The lessons will be designed to allow for as much independence as possible as we recognise that families' schedules are dynamic. Our teachers have been busy planning interactive, engaging online learning plans that will allow your son to access the Australian Curriculum so that you do not feel that you need to 'teach' your sons each day.

## Daily Routine

Time/ Lesson	Monday	Tuesday	Wednesday	Thursday	Friday
PC 8.45am–9.00am	Check in and Class Prayer				
Lesson 1 9.00am–10.10am	English Block – Check in on TEAMS at the start of the lesson				
10.10–10.30am	Morning Break				
Lesson 2 10.30am–11.50am	Mathematics Block – Check in on TEAMS at the start of the lesson				
Lesson 3 11.55am–1.15pm	Continue with Integrated Studies – HASS, Science, Religion, Health/ Electives. work on SEQTA				
1.15pm–1.55pm	Lunch Break				
Lesson 4 2.00pm–3.15pm	Optional check in on TEAMS – 2.00pm Electives – PE, Italian, Music, Technology/ Integrated Studies				

Students in Years 2-6 have SEQTA Folios where they can submit their work for the teacher to access.

Please be assured that our teachers will continue to work with your son on an individual basis, making adjustments where necessary for technological problems and other issues that may arise under these extraordinary circumstances.

## **What Do Parents Need To Do?**

Parents/caregivers should maintain oversight of the learning expectations of their son/s. Students in the Junior Years may require support with logging into SEQTA or Microsoft Teams in the beginning, however, parents will be provided with instructions on how to do these things.

- Establish a daily routine with your son.
- Ensure your son has a home workspace conducive to learning and can be monitored by an adult.
- Ensure your son has access to the internet and their school iPad at various times throughout the day.
- Remind your son that this is a temporary situation. In your conversations with him, try to include terms such as 'just for now' or 'while we are in this'.
- Acknowledge and normalise your son's thoughts and feelings.
- Seek assistance from the teacher if you feel support is needed, or if you have any questions or concerns about your son.
- Ensure your son's iPad is up to date with the latest iOS.
- Guide your son in understanding the etiquette surrounding participation in video conferencing and online safety. Please refer to the Student Planner relating to acceptable and unacceptable use of ICT.
- If you would prefer not to have your son participate in video conferencing, please notify his class teacher and the Deputy Principal – Dean of Faculty (R-12), Nicole Laube via email – [nlaube@rosvor.sa.edu.au](mailto:nlaube@rosvor.sa.edu.au).
- The location for your son to engage in video conferencing needs to be appropriate (not bedrooms). Consider what is in the background of the video conversation.
- Parents/caregivers should monitor their son's internet use and screen time.
- Notify the College and your son's teacher if your son is unable to participate in daily learning. Attendance and participation will be recorded so that staff can offer support to students who might be struggling.

## What Do Students Need To Do?

At times, teachers may want to engage in 'live' learning through video conferencing. When this instruction is requested, students must adhere to the following protocols.

- Students must dress appropriately in neat, casual clothing.
- Do not record the video or audio conference. The teacher may do this so that it can be posted to those students unable to be present at that time.
- Teachers will have the ability to mute and unmute students to take turns in speaking and ensure balanced class discussion.
- Students will report to their parents/caregivers or teachers if they believe a peer is being unkind online.
- Students will be respectful of their online learning environment and use it as a learning tool only.
- Students will complete all their learning tasks to their best ability and submit evidence of learning when requested to by their teacher.
- Students are expected to follow a daily routine as they would in a normal classroom environment.

## Junior Years Key Contacts

Your son's class teacher is your primary contact regarding learning tasks and daily class schedule and requirements.

If you have concerns about your son's wellbeing, please contact on the following staff members:

Acting Assistant Principal –  
Junior Years:

Siobhan Paley – [spaley@roostrevor.sa.edu.au](mailto:spaley@roostrevor.sa.edu.au)

Deputy Principal –  
Dean of Faculty (R-12):

Nicole Laube – [nlaube@roostrevor.sa.edu.au](mailto:nlaube@roostrevor.sa.edu.au)

Deputy Principal –  
Dean of Students (R-12):

Frank Rinaldo – [frinaldo@roostrevor.sa.edu.au](mailto:frinaldo@roostrevor.sa.edu.au)

If your son has a learning disability and requires further support, please contact:

Co-ordinator –  
Inclusive Education:

Melissa Whiting – [mwhiting@roostrevor.sa.edu.au](mailto:mwhiting@roostrevor.sa.edu.au)

For all technical support please contact:

ICT Helpdesk:

[icare@roostrevor.sa.edu.au](mailto:icare@roostrevor.sa.edu.au)