



PADUA

COLLEGE

*KEY INFORMATION FOR SENIOR STUDENTS
MORNINGTON*

*REMOTE LEARNING & TEACHING HANDBOOK
Term 2 2020*

“Where there is darkness, light”

Peace Prayer of St Francis

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INTRODUCTION

Our Core Values

We welcome and affirm

We inspire growth of the whole person

We create a love of learning

We build positive relationships

We embrace diversity

We show compassion for those in need

We reconcile and forgive

We work for a just and peaceful world

WELCOME BACK TO TERM 2

All families will receive a detailed version of this information booklet about on-line learning and how that is going to happen at Padua College while we are learning in a remote environment. There is a lot of information in it, and it will explain the reasons why lots of things are happening in more detail.

This booklet is a summary of the important parts of that information in terms of how to go about each day and what is expected of you.

Please make sure you have read this smaller booklet really well, and then read the larger information booklet if you need more details at any stage.

Our remote learning program will be delivered off-site via College approved platform/s. All notices and feedback will be provided to you through SIMON (and PAM for your parents/guardians).

“We must strive to do ordinary things extraordinary well.” (Catherine McAuley)

We will evaluate the system as we go, to make the system as workable as possible for both you and your teachers. This process will involve seeking feedback from you, your teachers and your parents. We will adapt tasks and tailor learning as necessary, as we seek to provide you with access to quality learning and teaching within a new and challenging environment.

This document provides a summary of the key information for you during this period of Remote Learning and Teaching.

***“Dear young people, do not bury your talents, the gifts that God has given you!
Do not be afraid to dream of great things!” (Pope Francis, 27/4/13)***

DAILY SCHEDULE OF REMOTE LEARNING & TEACHING

Firstly, what will your day look like? As you can see below, it's pretty similar to a normal school day with a couple of small changes.

This will be your timetable every day - there isn't a different timetable for Day 2 or Day 7. This is because the activities you would normally do in your eXcel pastoral care class at the beginning of each Tuesday have been included each day.

We will explain what happens during each of the times in the next few pages:

DAILY SCHEDULE:

8.50am - 9.00am:	Student Attendance & Check In via SIMON
9.00am - 9.45am:	Period 1
9.45am - 10.30am:	Period 2
10.30am - 10.50am:	Morning Break
10.50am - 11.35am:	Period 3
11.35am - 12.20pm:	Period 4
12.20pm - 12.55pm:	Daily Action 1
12.55pm - 1.30pm:	Lunch Break
1.30pm - 1.35pm:	Student Attendance & Check In via SIMON
1.35pm - 2.20pm:	Period 5
2.20pm - 3.05pm:	Period 6
3.05pm:	Daily Action 2



The Beginning of the Day

Starting your Day

You need to wake up with enough time to get ready for the remote learning school day.



Prepare as if you are going to school on any normal day - have a shower, get dressed and have breakfast. (Just don't get on the bus!)

You don't have to dress in school uniform, but you DO need to be out of pajamas and dressed in neat casual clothes. Remember that many of your classes might use Google Meet or another platform which means you will often be on screen with your teachers and other class members.

At **8.45am** go to your work space and log in ready for the **8.50am** check in for your school day.

Student Attendance & Check In via SIMON

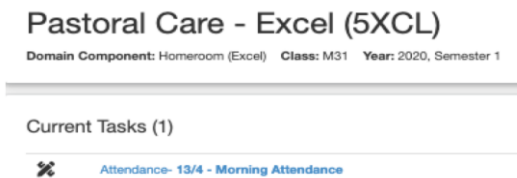
At 8.50am:

- **Sign in** to register that you are 'attending' the day (see details next page).
- Go to the **Simon daily messages**:
 - ❖ **Read the prayer** for the day, and say a prayer for anyone or anything you want to pray for that day.
 - ❖ **Read the other messages** for the day. Please read them all carefully as some might apply specifically to you.
- Go to your **emails**. Read any new ones and respond to them if you have the time.
- There will probably be emails from your teachers that day, so take notice of any lessons that are already in your in-box.

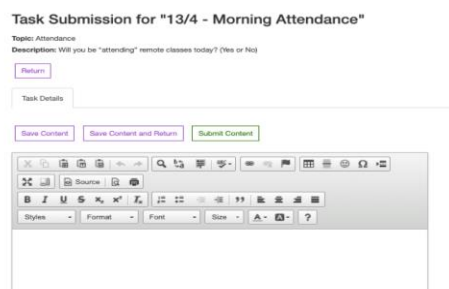
How do I sign in to say I am attending?

Each morning at 8.50am and after the lunchtime break at 1.30pm you need to sign in to confirm your “attendance” via SIMON.

You need to go to your Pastoral Care - Excel Learning Area in SIMON:



You will see a Current Attendance Task with the day’s date asking you to confirm attendance with a **Yes** (attending today) or **No** (will be absent today).



If you are going to be absent

If you are going to be absent from lessons for the day, because you are ill or for some other reason, then:

- You should mark NO on the Attendance Task Sheet and/or
- Your parents/guardian should register your absence on PAM via Parent Notified Absence
- This will mean that each of your teachers will see you are absent for that day’s lesson

WELLBEING - STUDENTS

Pastoral Care - using the eXcel (Enable, Connect, Engage, Learn)



enable + connect + engage + learn = eXcel

All families have been sent a copy of the resource “How we can ‘eXcel’ in Student Wellbeing in the time of Covid-19”. This resource contains several links for students and their families about accessing external services as well as tips and activities to keep a healthy body and mind during a time of isolation.

Remember Padua College is a connected, warm and hospitable community. We are all here to support each other regardless of where we are.

Keeping track of how you are going:

We want to know how you are going, not just with your class work and assessments, but how you are coping with this new style of learning yourself. Unfortunately we won’t get the chance to see you each day to check in on how you are going, so we have put some plans in place to try to do that in different ways.

Your Homeroom Teacher or House Co-ordinator will be in touch with you regularly via email or other methods to give you information or support as needed.

Each week will ask you to complete a **Wellness check-in** through a link on SIMON. That information will be shared with your Homeroom Teacher or House Co-ordinator so that they have an idea about how you are managing your learning and how you are travelling yourself.

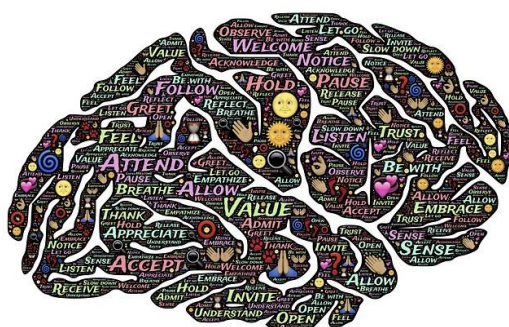
Pastoral or wellbeing check in:

Each week, students will be required to complete a **Wellness check-in** through links on SIMON. This information will be shared with Homeroom Teachers and House Co-ordinators, enabling them to see how you are travelling in this remote learning environment. They may contact you for further information or support, or get in contact with your parents.

Daily Actions:

Excel lessons will not be specifically delivered on Tuesday mornings. Instead opportunities will be created through the 'Daily Action Tasks' to nurture relationships, make social connections at home and ensure students are nurturing a healthy mind, body and soul.

These activities, which will be created by teachers at the school and will be regularly posted in the course overview of the EXCEL learning Area in SIMON.



Keep communicating:

We understand that this is a different style of learning and that you may need help staying on track. You are encouraged to ...

Communicate, communicate, communicate ... this will be the key to ensuring that learning from home is successful.

Communicate with your teachers even when you are feeling supported but also particularly when you are feeling challenged and need support. We have lots of supports in place to help you achieve your best.



Be Productive:

To help you stay on track, you will need to manage your "class time" carefully - use it for learning. Make sure other distractions are out of the way.

Submit all of your completed work as directed. If unsure about what is expected, ask your teacher for help.

After the lesson, spend time revising any items/concepts you don't understand, and ask your teacher questions via email.

Keep a check of your emails - including reading them and replying when needed.

Taking regular breaks throughout the day

Very few of us are used to the amount of screen time remote learning and teaching will need each day.

Regular breaks throughout the day will be critical for your health and wellbeing.

You should aim to maintain regular school breaks during the day (recess, lunch, non-class periods).

Breaks should include you moving away from your designated study space and importantly away from screens. (Watching TV or playing a video game will not give you the needed break).



REMOTE LEARNING & TEACHING:

Your Learning Space:

Where it is possible at your home, try to find a learning space from which you can work regularly. Sometimes this won't be possible all the time because there may be lots of family members home during the next few months, but talk with your family and sort out the best spaces for everyone.



Try to ensure that your learning space is tidy, comfortable, has appropriate lighting and your chair should support your back and allow you to type and use the keyboard easily.

This of course rules out your bed or the couch! Neither of these would be good for your body, and would be encouraging you to go back to sleep, not to put in a good day's work!

Remember to be respectful when sharing spaces with other members of your family.

If using a webcam this must only be used in a common area and sit in front of a blank background, if possible. You can still access Google Meet without using your webcam.



Accessing your Coursework:

Your subject teacher will provide access to your coursework during your scheduled lesson time.

You will address key skills and content within the unit, and undertake a common assessment task.

Everyone will play an important role during this period of remote learning.

It is anticipated your teacher will be available during your allocated lesson time. This can be in the form of responding to your emails regarding the current lesson and/or providing live lesson content via an approved platform.

Not all learning will need to be completed online. To add variety and reduce screen time, your teachers may instruct you to read, draw, create or engage in other learning activities while you are at home.



Learning Expectations & Behaviour

During this period of remote learning and teaching you need to:

1. Abide by the Padua College student expectations (Do your best, help others achieve, respect environment and community).
2. Only use your school-authorized accounts or platforms when corresponding with your teacher and classes.
3. Be ready and logged in with all class materials as soon as the scheduled class begins, and ensure you check your emails regularly.
4. You must be dressed appropriately for school (neat, casual) and ready to begin class by 8.50am.
5. Ensure you are in an appropriate study space and have all necessary materials.
6. If you are on webcam for a Google Meet, ensure that you are appropriately attired and the session is undertaken in a centralized location at the home, ie. Not the bedroom and not in pajamas.
7. Inform your teacher via email or chat on Google Meet if you need to go offline/exit the online class for any reason during the online class time.
8. Consider studying offline during your study periods (Years 11 & 12 only) to reduce your screen time. However, you can still contact your teacher for support if needed.
9. Complete any work set by your teachers to the best of your ability.



10. Remember it is recommended that you are not online during recess and lunchtime, it is optional during study periods.
11. Take breaks away from the computer, like at school, have a proper lunch break, maybe get some exercise or do something preferably away from your screen (including your phone screen).
12. Keep following good hygiene habits to stay healthy and strong.

Working Together:

- Your teachers will be available online during your scheduled class times, unless they are absent and another teacher will be assigned to support your learning.
- Each teacher will confirm the preferred platform/s for this period of remote learning and teaching via an email by the beginning of Term 2.
- Your teachers are working collaboratively to provide you with high-quality online learning experiences consistent across the subject.
- Your teachers will communicate with you and your families in a timely manner during this period of remote learning and teaching.

Your teachers will notify your House Co-ordinators and parents via SIMON if they have any concerns in relation to the following broad categories:

- Remote Learning – Engagement Concerns
- Remote Learning – Inappropriate Behaviour

All of these structures are in place to support your learning and help you achieve your best.

Learning Technologies including Webcam and/or Audio (including Google Meet Protocols):



Some staff may engage in real time video introductions, tutorials and conferencing with your class. They will inform the class that this is going to happen by email prior to the lesson.

It is important that remote learning communications conducted in a virtual environment involving sound and/or visual communication must adhere to the following standards:

- All visible items and audible sounds within your home study area are appropriate for a regular classroom setting. This must be a common area (ie lounge or study) not your bedroom.
- Student dress must be appropriate for a classroom setting (neat, casual).
- All video, sound and written communications for Remote Learning are conducted using the School network and communication facilities.
- No private email accounts, networks, video of students or virtual environments are permitted to be used for communication with teachers.
- Before the lesson begins you must ensure that the webcam and audio is disabled, use the text based chat rooms as the default.
- If the webcam and/or audio is specifically required during the lesson you can enable your webcam and/or audio, however, this must be disabled again before the lesson concludes.
- Wear headphones if using audio and you are studying in a public or shared area.



- Classes in Meet will be named according to the following protocols: **Teachers Name + Subject + Date + Period.**
- Teachers may remove students from online classrooms if they are acting inappropriately and the behaviour will be followed up at the end of class.
- Communicate at appropriate times with your teacher during the class.
- Please note Google Meet sessions will be recorded.

Guide for internet usage at home

There are a few things to keep in mind to ensure that your online engagement goes smoothly.

- It is recommended that whilst you video conference with your class/teacher, that other members of the household are mindful of their internet activities. E.g. if you notice your connection is not keeping up, you may advise them not to watch Netflix or play computer games at the same time.
- You should sit closer to the WIFI internet router, as distance may impact on overall speeds.
- The household should monitor its overall data usage, ensuring that it will not exceed any data allowances.
- Households should engage with their Internet provider to see if any free upgrades are being offered.

Approved Platforms:

Online communication and content must always be respectful and follow school rules and expectations.

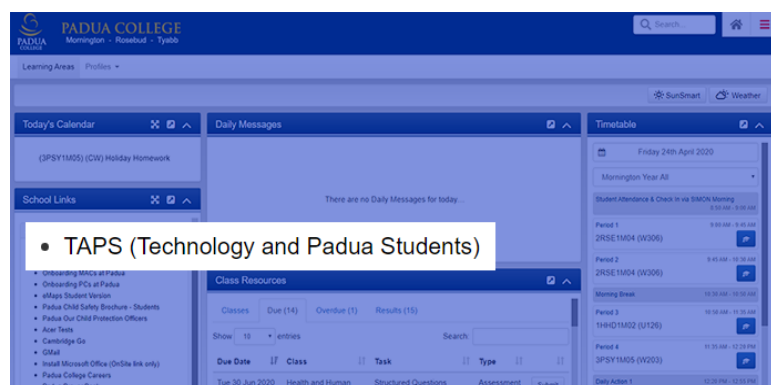
Each subject will be using one or more of the following platforms to provide information to students - email via SIMON, SIMON Resources, Edrolo, Google Classroom; Google Meet; Stile; OneNote; OneDrive; StudyOn; Education Perfect; Cambridge Go (Formerly Hot Maths), ClickView. Please ensure that you have access to these platforms on your laptop.

For a full list of subject specific platforms please see Subject Nominated Platforms on page 21.

Online guides

To help support students' online learning, the school had launched an online portal that contains guides on how to perform a variety of online activities. The Technology and Padua Student (TAPS) portal is an evolving site, which will expand to meet student needs.

To access this portal please login into Simon and click on the TAPS (Technology and Padua Students) link on the right hand side of the page.



CHILD SAFETY

ALL STUDENTS need to help each other and teachers make the College a SAFE place for all. Students are aware of how and who they can report to, if they feel UNSAFE. Please consult the Child Safe Brochure that was presented this term in eXcel classes for more specific information on this.

If you need to raise a concern in relation to child safety please contact your House Co-ordinator, one of the Padua College Child Protection Officers or you may wish to use the following email:

childsafepadua.vic.gov.au

The end of your school day:



Tidy up your learning space at the end of the day to mark the school day's completion. This can help to signify to other members of your household when you are "at school" and when you are "at home".

Homework:

You will still be expected to undertake study and undertake set homework during the period of remote learning. This may be in the form of a revision activity, completing unfinished work from the day's lesson, ongoing assignments, assessments (non-Unit 3/4) as always remembering the purpose of meaningful homework is to reinforce what was taught in today's lesson.

Assessment & Feedback:

SIMON will remain our source of feedback for you and your parents/guardians (PAM). All assessment grades and feedback should be uploaded on SIMON for you and your parents/guardians to access.

VCAA Updates:

VCAA have been working with school over the past month preparing for how your coursework will be assessed during this period of remote learning. Regular VCAA updates will be provided to you via email from Assistant Heads of Campus - Learning and Pedagogy (Senior) Mrs Helen Sugameli and/or Mr Travis Pearce, as they are made available.

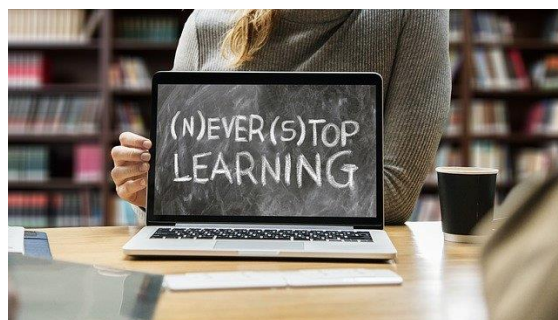
This will be particularly important if you are undertaking a Unit 3/4 subject. It will include instructions about how and when SACs/SATs will be completed.

We will supply information regarding GAT dates, Exams and potential reduced number of School Based Assessments as soon as it becomes available. VCAA will be working with all schools to supply as much detail as soon as they can. The Minister of Education has advised that the GAT and Exam dates will be adjusted.

It will be important that you follow all instructions and timelines carefully and ask questions if unsure.

Study Tips:

The library will be providing Study Tips for Senior Students via Google Classroom. This will be made available to you at the start of Term 2. This site will include the option of seeking assistance with finding resources as well.



LEARNING ENHANCEMENT

The Learning Enhancement Department always strives to support our students with additional learning needs. This focus will not change, however, the conditions of how we can offer support will look different.



Your Learning Enhancement Co-ordinators and LSOs (Learning Support Officers) will work with your teachers and classes during this remote learning period.

LSO Support

Learning Support Officers will continue to follow your Semester 1 timetable including during allocated Learning Hub lessons. Each period that an LSO is assigned to work with you, they will email you and your teacher to let you know that they are available during that period to provide additional support.

The LSOs will have access to the online learning platform/s assigned by each subject teacher for your class.

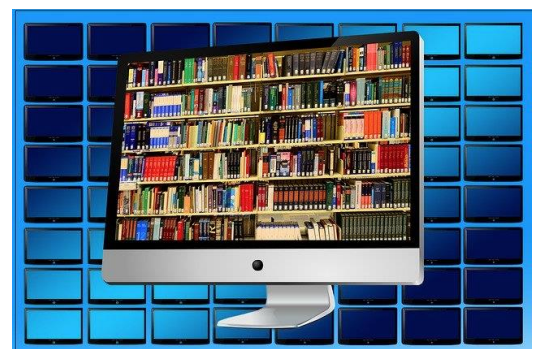
They will respond to your emails during the period assigned to support your class and/ or throughout the school day where possible.

LIBRARY SERVICES FOR REMOTE LEARNING & TEACHING:

Padua College Library Webpage on SIMON:

You will find here several resources to assist you on the SIMON School Links -> Library Resources

- Library Homepage
- Library Resources: Choice – Online magazine
- Library Resources: ClickView Online
- Library Resources: Click View Online Help sheet
- Library Resources and Services
- Library Subject Guides





COMMUNICATION

We want to reassure you that we understand that learning remotely will be a challenging experience for many students (as well as parents). The effects of the COVID-19 pandemic are global, but we also understand that they are also local and personal for each student and member of our community. Remember we are here for you.

Remember your teachers will check-in regularly to see how you are managing.

If concerns or issues arise, you and/or your parents/guardians can email your teachers, House Co-ordinator, Assistant Heads of Campus - SWAG, counsellors or the Leadership Team.

School Telephone and Email Contact

During this period of remote learning and teaching, you can contact the school through the enquiry email (enquiry@padua.vic.edu.au) and the main school phone number (5976 0100). These will be monitored by Administration staff and enquiries will be directed to the appropriate person to respond to the message.



Outlined on the next page are individual contacts that can assist with specific enquiries.

Who to Contact in the Event of Requiring Assistance with Remote Learning:

Outlined below are a list of people you can contact for additional support.

IT Issue	IT Support Team Helpdesk helpdesk@padua.vic.edu.au If you require any assistance regarding IT issues please continue to email helpdesk@padua.vic.edu.au where the team will be in touch either via email or phone to assist you.
Learning:	Subject Teacher name@padua.vic.edu.au In the first instance if you are having trouble with a particular subject we would encourage you to contact the subject teacher directly. If further help is needed then the please contact the staff member/s below:
VCAL & ALP	Director of Applied Learning Marcus Butler mabutler@padua.vic.edu.au
VCE	Assistant Heads of Campus - Learning & Pedagogy (Senior) Helen Sugameli hsugameli@padua.vic.edu.au Travis Pearce tpearce@padua.vic.edu.au
VET	VET Coordinator Michael Arthur marthur@padua.vic.edu.au

<p>Student Wellbeing</p>	<p><u>Mornington Senior:</u></p> <p>Bernard: Julie Barnhoorn jbarnhoorn@padua.vic.edu.au</p> <p>Elizabeth: Paul Ribet pribet@padua.vic.edu.au</p> <p>Djeembana: Mairead Johnson mjohnson@padua.vic.edu.au</p> <p>Merton: Mona Esmaty mesmaty@padua.vic.edu.au</p> <p>Mercy: Nathan Bradbury nbradbury@padua.vic.edu.au</p> <p>Francis: Caroline Jeremiah cjeremiah@padua.vic.edu.au</p> <p>Mackillop: Anthony Barnhoorn abarnhoorn@padua.vic.edu.au</p> <p>John XIII: Sharon Marshall smarshall@padua.vic.edu.au</p>
	<p><u>Assistant Head of Campus - Student Wellbeing & Growth</u></p> <p>Mornington Senior: Sam Powell spowell@padua.vic.edu.au</p>
<p>Careers</p>	<p>Careers Leader</p> <p>Shannon Maher smaher@padua.vic.edu.au</p> <p>Careers Team</p> <p>careersteam@padua.vic.edu.au</p>
<p>Learning Enhancement</p>	<p>Campus Learning Enhancement Co-ordinator</p> <p>Mornington Senior: Michelle Webb-Smith mwebbsmith@padua.vic.edu.au</p> <p>Director of Learning Enhancement: Kat Tewman ktewman@padua.vic.edu.au</p>

<p>Head of Campus & Members of the College Improvement Team (CIT)</p>	<p>HEAD OF CAMPUS</p> <p>Mornington Senior: Curtis Stone cstone@padua.vic.edu.au</p> <p>Principal: Anthony Banks principal@padua.vic.edu.au</p> <p>Senior Vice Principal, Learning & Teaching: Kelly McGurn kmcgurn@padua.vic.edu.au</p> <p>Vice Principal, Mission & Community: Michael Harrison mharrison@padua.vic.edu.au</p> <p>Vice Principal, Staff: Marjorie Canal mcanal@padua.vic.edu.au</p> <p>Vice Principal, Students: Sam Wright swright@padua.vic.edu.au</p>
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Counselling Procedures

Our College Wellbeing Team will continue to provide support to students during the period of remote learning.

Students currently seeing the Student Counsellors will be contacted to 'check-in' as needed.

The College Counsellors may make regular contact with these students and/or parents/guardians to check in with how they are coping.

Subject Nominated Platforms:

Learning Areas	Platforms within Learning Area
English	Google Classroom, SIMON, OneNote, Google Drive/Doc, Google Meet
Religious Education	Google Classroom, Simon, Google Drive, OneNote, Google Meet
Learning Enhancement	SIMON, Google Meet and the online platform subject teacher uses
Humanities	Google Classroom, SIMON, One Note
Visual Arts	Google Classroom, Google Drive, Simon, Google Meet
VCAL/ALP	Google Classroom, Simon, Google Drive, OneNote, Google Meet
Maths	Google Classroom, SIMON, OneNote, Google Drive/Doc, Google Meet
Health & Physical Education	Google Classroom, SIMON, OneNote, Google Drive/Doc, Google Meet
Science	Google Classroom, SIMON, OneNote, Google Drive/Doc, Google Meet
Commerce	Google Classroom, Simon, Google Meet
Technology	SIMON/Google Meet/Google Classroom/One Note
Music, Drama and Theatre Studies	SIMON, Google Classroom, Email, Google Meet
Languages	SIMON, Google Classroom, Email, Google Meet, Google Drive