



# PADUA

## COLLEGE

### **PADUA COLLEGE ON-LINE LEARNING - WHAT DO I HAVE TO DO?**

**Years 7 - 9 Students**

*“Where there is darkness, let there be light”  
Peace Prayer of St Francis*

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## **INTRODUCTION**

**Dear Students of our Year 7-9 Campuses,**

Your families have been given a larger information booklet about on-line learning and how that is going to happen at Padua College when we are learning from home. 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 so that you can know 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 in any issues raised.

## YOUR DAILY TIMETABLE

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 as Daily Actions each day.

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

### Daily Timetable:

8.50am - 9.00am: 1st 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: 2nd Student Attendance & Check In via SIMON

1.35pm - 2.20pm: Period 5

2.20pm - 3.05pm: Period 6

3.05pm: Daily Action 2



## 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 might 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 be emails from the teachers who are teaching you that day, so take notice of any lessons that are already in your in-box. (Others will arrive later in the day, or might arrive just before your scheduled class.)

## Ending your Day

At the end of the day, go back over all your classes to make sure you haven't forgotten anything. Once you have covered everything, close down your computer and move away from the space. This can help to signify to yourself and to other members of your family when you are "at school" and when you are "at home".

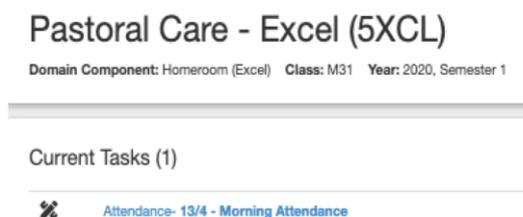
## Homework

You will still get 'homework' or further study to complete. This may be in the form of a revision activity, completing unfinished work from the day's lesson, or ongoing assignments.

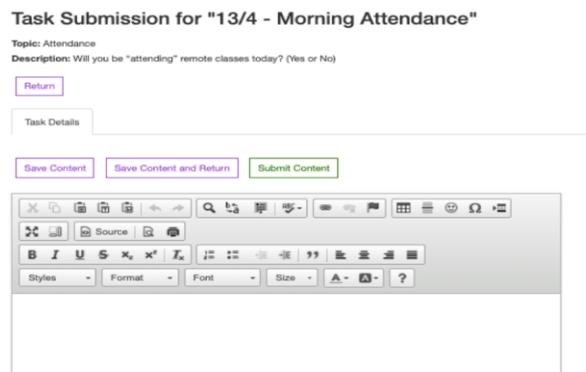
## How do I sign in to say I am attending?

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

To do this please 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:

- Please mark **NO** on the Attendance Task Sheet.
- Your parents will also need to record your absence on PAM.

## What do I need to do for each of my classes during the day?

Remember that it's **your normal class timetable** for that particular day (except they are 45 min periods and there are a couple of different breaks in the day - more of that below).

### At the start of each class:

Go to your Simon email and there you will find instructions from your teacher about what is happening in that class.



The email will include information about:

- What is the learning intention of the class?
- What you have to read, listen to, or watch - if there is new information to be learned?
- Activities that need to be completed as part of your learning.
- What needs to be submitted to your teacher by the end of the class?
- How this relates to any assessment for this unit or area of work.

You need to complete the reading/listening/watching of new information as directed by your teacher and then complete any activities related to the information. Not all learning will be completed online. To add variety and reduce screen time, you may be asked to read, draw, create or engage in other learning activities in your home.

Your teachers might also want to use some other media platforms such as Google Meet to communicate with the class. If they do this, they will send instructions to everyone in the class as to how to sign in or what to do to be involved.

Remember that your teacher will be at their computer for the whole class, so email them using your Simon email to ask any questions.

- Keep your email open in case your teacher wants to communicate further with you in particular, or with the whole class.

### At the end of the class:

When the class is nearly finished, make sure you have completed the work that was set.

- For most classes your teacher will have asked you to send them all or part of your work to show what you have done, so make sure you know what needs to be sent.
- Your teachers might remind you of this with a final class email, but that won't always be possible, so it's up to you to make sure that you have read the instructions at the start of the class and know what needs to be done.

Once you have completed this work, then it's time to get ready for the next class, or to have a break as scheduled.



## Where should I work at home?

Where it is possible at your home, try to find a learning space where 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. Remember to be respectful of all shared spaces with other members of your family



If possible your space should be comfortable with 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 days' work.
- Try to keep your space tidy and ordered so that it is easy to find what you need, and so that it looks like it's a place where work is going to get done!
- If you are using a webcam, this should only be used in a common area and with you sitting in front of a blank background, if possible.

## Using Video conferencing

Sometimes your teachers will use some form of video conferencing like Google Meet. This will allow you and the rest of the class 'meet' in real time for some activities. Your teachers will let you know that this is going to happen by email prior to the lesson.

But in order for this to happen, we need to make sure that all students in the class are in an appropriate place to join the conference, and so remember the discussion before about your work space:

- Make sure you are at your normal work space and this is in a public area of your house like a lounge room or study - definitely NOT your bedroom!
- You need to be dressed appropriately for a classroom setting (neat, casual).

When you are involved in the conference:

- Your teacher will most often ask you to disable your webcam and audio, and to use the text based chat rooms as the default.
- If these are specifically required during the lesson teachers will ask you enable webcam and/or audio, but if this happens, make sure they are disabled again before the lesson finishes.
- And remember to wear headphones if using audio and you are studying in a public or shared area of the house, so as you are not annoying other members of the family.

## How do I keep safe and secure on-line

We need to make sure that your work is secure, and that others outside the college can't easily access your work or find out details about you. Unfortunately it will be well known in the community that all students are working on-line from their homes, and some people might try to exploit that.

The best way to avoid this is to make sure that you **always use the School network** and communication facilities for all written, sound and video communications related to you and your learning.

- Please do not use private email accounts, private mobile numbers, other networks, or other platforms when you are communicating with teachers.

## 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

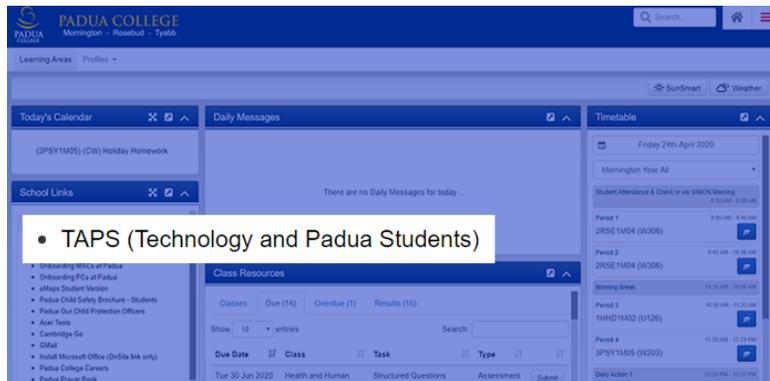
Much of your communication will happen through SIMON Resources. Much of it will be through SIMON Email via.

Each subject will also be using one or more of the following platforms to provide information to you - Google Classroom; Google Meet; Stile; OneNote; OneDrive; StudyOn; Education Perfect; Cambridge Go (Formerly Hot Maths); Edrolo; ClickView.

## 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.



## WE WANT TO KNOW 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 actually 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.

Very importantly, each week we 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.

Of course if you think that you are struggling a bit, please let us know.

- Communicate with your teachers about the work as soon as there is an issue, so that we can get on top of it quickly.
- Let your Homeroom Teacher or House Coordinator know if you're feeling a bit challenged by these new changes and could use some support.



We have lots of supports in place to help you achieve your best, but first we need to know how you are going and how we can help you.

And of course look after your friends and other classmates too. If you know of someone else who might need support but isn't asking for it, please again let your Homeroom Teacher or House Coordinator know. They can follow up with the staff who can reach out to those students to help them.

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 tips and activities to keep a healthy body and mind during this time, as well as information for you and your family about getting in touch with other professionals who can help if needed.

At Padua College we are a community, and we are all here to support each other, regardless of whether we are at school or at home.

**In all your on-line learning, please remember ...**

We have the same expectations of you as you work from home as would have if you were at school ...

And these are summarised in our three main expectations of you ...

**Do your best**  
**Help others achieve**  
**Respect environment and community**