

Update 26/3/20

Dear Families,

I hope all are well and enjoying what they can make of the extended holiday period. I have little additional information to provide that isn't freely available through the media.

The school has a few teachers working from school, with the majority working from home, preparing to deliver the online program which will commence on Wednesday 15th April if school does not return. (I have no information, but I think it is more likely than not, school will not return as normal after the holidays. I hope I am proven wrong, but if this is the case, I cannot guess how long that situation will continue).

If/When the online programs are delivered, there will be teething problems and I hope for understanding as they are sorted out. School Council has approved the purchase of Mathletics, an online maths program, for all primary students. This program will be incorporated into the learning program for primary students.

There is a skeleton administration team operating at the school providing access for students/parents to pick up personal belongings. If the school remains closed after the holidays, I do not know what the staffing instructions will be, but at this point the office will be closed. If a parent wishes to contact someone from the school, please ring the school number, 9741 4202, and it will be diverted to a receptionist working from home. The receptionist will take a message and refer it to the appropriate person to call back or respond with required information.

Each sector of the school has provided information in this update about the proposed online learning programs.

Steve Warner

Principal

Manor Lakes P12 College

Email: stephen.warner@education.vic.gov.au

Mobile: 0425 729 304

Primary information

An update from the teachers to our parents and students:

Teachers have been busy working together these last few days to set up for Online Learning on the understanding this may be required to be implemented from Wednesday 15th April..

Communication:

From Term 2, you can expect the following communication:

- A weekly email to your Compass to give a brief overview of what will be covered for the week. This is called the **WEEKLY OVERVIEW**.
- A Daily email (Sent the afternoon prior) to give a timetable of what is covered for the day. This will include the Learning Intention, Success Criteria and the task. This is called the **DAILY TIMETABLE**.
- When logging into your new, Google Classroom each day, you will then see each task with more detail including demonstrations from your teachers. There are called the **GOOGLE CLASSROOM TASKS**.

We will continue to communicate with each family to ensure you have access to Compass, Google Classroom and Mathletics using your individual user names and passwords.

Online Learning:

Google Classroom – this is a new platform. Usernames and passwords will be emailed via Compass. You may see some activities on there already as the teachers get ready for next term.

Mathletics – this a brand new program! Usernames and passwords will be emailed via Compass. This will be ready on Day 1 next term.

Distance Learning Offline:

We are working through arrangements for families that may be offline during the Distance Learning next term. This may include hard copy packs. Your classroom teacher will begin liaising with you to help support how this looks. Please contact them on Compass if you think this may be you.

Support and 'How to guides':

Our technicians will be available on this email address to try and support with technical questions:

ICT@manorlakesp12.vic.edu.au

We will try our best to help parents with simple 'how to guides' and support. First of those being Google Classroom and Mathletics which we will send to your Compass email soon.

There are some resources on the school website if you want to look at these, but there is no expectation to do so.

In the meantime, we hope you are keeping well on your School Holidays.

We miss you all,

Primary Teachers and ES Staff

Vacation Care – Big Childcare

Big Childcare will be conducting vacation care from the school site over the holiday period, (a number of families have their children in this program now). The program will be subject to any additional limitations placed by Government order, but hopes to operate for the next fortnight. If you wish to use the BIG Childcare vacation program, please contact BIG online: www.bigchildcare.com or phone on: 8682 9400

Kim McCabe: kimberley.mccabe@education.vic.gov.au

Natalie Vulic: natalie.vulic@education.vic.gov.au

Primary Principals

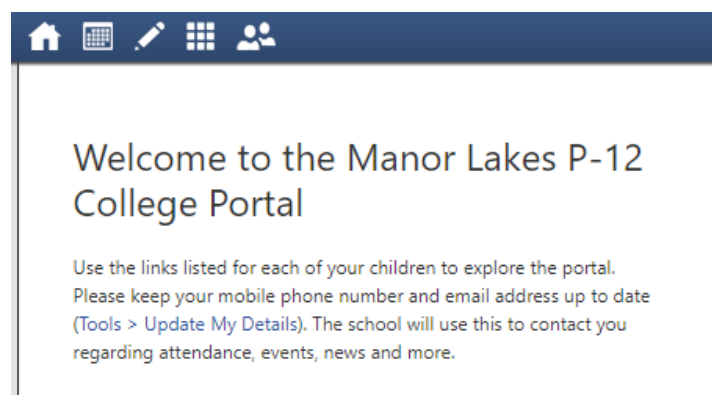
Secondary Information

Students

- Students need to access **Google Drive/Google Classrooms** – through their **Manor Lakes student Google email** e.g. studentcode@manorlakes.vic.edu.au
- Students having technical difficulties should contact the ICT Desk at ICT@manorlakesp12.vic.edu.au

Parents

- Parents may be contacted via the phone and email contact details they have provided on Compass if a teacher is concerned with student work output
- If parent contact **details on Compass need to be updated** – they should login to Compass and click the Tools > Update My Details link:



Staff Workload Parameters

- **Staff working hours** are between 8.30am and 4.30pm on their allocated workdays (some staff are part time and are not expected to be contactable for 'teaching and learning' enquiries on the days they do not work).
- Staff are not expected to work during weekends.

- Working hours are for planning lessons, delivering lessons, marking student work, responding to questions, staff meetings.
- Principals, Leading Teachers and Learning Specialists will be onsite for the rest of the term.

Timetables and Lessons

- Online lessons will begin on Wednesday the 15th of April - if school does not resume as normal
- Teachers will use Google Classroom or Google Sites as the preferred platform for delivering teaching programs and receiving student work – teachers manage their own Google Classroom or Site for their own classes. This doesn't preclude the use of other digital platforms such as Edrolo.
- Teams of teachers (same year level/subject area) MAY choose to develop a Google Site to administer their program for the whole cohort – individual teachers within that team would utilise their Google Classroom to collaborate directly with their students, receive work, etc.
- Teachers and students will **follow the timetable on their Compass schedule.**
- Short-term **unavailability of teachers** e.g. through illness will not be covered and the lessons will not occur when scheduled. Long-term unavailability of teachers e.g. illness will be managed and addressed by the Secondary Principals if and when it arises.
- Before a timetabled lesson occurs, there needs to be uploaded resources, activities, etc. ready for students to access. The **teacher needs to be online and responding** to clarifying questions through the Google Classroom comments.
- We are taking into consideration the **degree of accessibility to ICT** and web resources for all of our students e.g. using mobile phones for web and email access at home, tethering/hot spotting, sharing a home internet connection with other family members, sharing devices with other family members, etc. Therefore, we are asking **teachers to reduce bandwidth demands.** This may look like:
 - Audio recordings versus video streaming.
 - Minimal technological interactivity.
 - Minimal multimedia elements.
- We may change this expectation depending on how networks fare with the anticipated surge in internet traffic.
- Obviously certain **practical subjects** will need to be somewhat more creative with alternatives to their regular curricula – aim to cover as much theory as possible and complete project or practical work upon return. This might be a good opportunity to develop those writing tasks!
- **Literacy lessons will still run** – they are stored as PDFs on the Team Drive and can be delivered through your Google Classroom.
- Teachers should monitor student group chats, and lock them down if discussions become inappropriate - and contact Principals and parents if necessary.
- **Google Chat pages or other chat forums - can only be used only if** they can be shut down and removed after teacher monitored discussion during the timetabled class
- New sites or apps other than Google Sites, Google Classroom, Google Drive, Kahootz, Compass, Zoom, Click View, Edrolo must be approved by a Principal Team Member - before it is used

VCAL

- work from class teachers will be available online
- NOTE: awaiting further information from the Victorian Curriculum Assessment Authority

VCE

- work from class teachers will be available online

- NOTE - awaiting further information from the Victorian Curriculum Assessment Authority re: SAT, SACs, the GAT and exams

Scheduled Staff Meetings

- Teachers have a PLC **Curriculum Meeting on Mondays between 3:25pm-4:25pm**. If this is unable to be held on site, it will be held remotely in a team Google Classroom/Google Chat. Leading Teachers and Principals need to be added to each group: English, Science, EAL, Health, VCAL
 - NOTE: Curriculum Area Coordinators to allocate teachers to working areas
- Teachers have a PLC **Curriculum Team Meeting on Tuesdays between 3:25pm-4:25pm**. If this is unable to be held on site, it will be held remotely in a team Google Classroom/Google Chat. Leading Teachers and Principals need to be added to each group: Humanities, Maths, PE, Technology, VCAL, Arts
 - NOTE: Curriculum Area Coordinators to allocate teachers to working areas
- Tuesday **Morning Briefing will be emailed out to all staff**. Teachers can use the Briefing Google Doc in the Secondary Drive if they'd like to add to the announcements.
- **Professional Learning Team (PLTs)** will be suspended until schools reopen (which is why we'll have two PLC Curriculum Meetings instead)

Emails and Phone Calls

- Teachers will email parents a Class Compass Email on Assessment Tasks that are coming up and when they are due
- Parents and students can **request a teacher phone call, via email**, if they need urgent classwork assistance. The teacher can then organise a suitable time with the parent, to make contact during working hours.
- Teachers should make phone contact with parents of **students who are not completing task work**
 - If families are having technical difficulties they should be directed them to the ICT Desk at ICT@manorlakesp12.vic.edu.au
 - Parents should expect calls to come from unknown numbers/private number/no caller ID during work hours (staff can cover personal numbers with #31# before the number they are dialling)
- Staff will not be expected to respond to student/parent emails after 4.25pm each weekday.
- Staff will not be expected to respond to student/parent emails on weekends.
- Teachers will endeavour to respond to 'teaching and learning' questions through email within 36 hours of receiving the question. This may be reviewed pending the volume of emails.
- Teachers are not expected to respond to students emails during scheduled classes.
- Teachers will only be responding to student or parent emails that are relevant to lessons, student work, etc.
- Student or parent emails **regarding student wellbeing** should be directed to Year Level Coordinators, Heads of School or Assistant Principals.
- Student or parent **concerns regarding wider concerns, particularly around COVID-19** should be directed to Assistant Principals or the College Principal:

-Steve Warner (College Principal): Stephen.Warner@education.vic.gov.au 0425 729 304

-Renee Liprino (Secondary Principal): Renee.Liprino@education.vic.gov.au

-Sam Watkins (Assistant Principal - Curriculum, Teaching, Learning):
Samuel.Watkins@education.vic.gov.au

-Penny Owens (Assistant Principal - Wellbeing and Literacy): Penelope.Owens@education.vic.gov.au

Staff Planning from Home and Curriculum Day/Term End for Students

- The **Curriculum Day on Tuesday the 24th of March** is a student free day
- Student are not to attend school from Wednesday the 25th of March
- **Staff are able to work from home on the Curriculum Day on Tuesday the 24th of March** - but must contact the DOs if they are doing this
- **Principals, Leading Teachers and Learning Specialists** will work onsite for the rest of Term 1 – unless they have a medical reason/or home supervision needs
- Staff will have the option **to work from home** on Wednesday 25th of March-Friday 27th of March, preparing online lessons to plan to begin on **Wednesday the 15th of April**. The DOs must be contacted about this also
- Government school will have a student free **Curriculum Day on Tuesday the 14th of April**
- Updates for families and staff will be given as provided by the government

Wellbeing Support Available to Students

- Heads of School are developing plan for Year Level Coordinators to make contact with students needing wellbeing support
- Students and families can also contact the school for the resources tabled below:

School-Based Supports		
<p>Penelope Owens (Key Health & Wellbeing Contact) Assistant Principal 7-12</p>	<p>0406 125 339 8:30am - 4:30pm Mon-Fri</p>	<p>Penelope.Owens@education.vic.edu.au</p>
<p>Head of School Billy Vasilevski 7-8 Wayne Abrahams 9-10 Krystal Jessop 11-12</p>	<p>Can assist with:</p> <ul style="list-style-type: none"> ● clarification of Individual Education Plans or Individual Learning Plans ● updates on wellbeing referrals 	<p>Blagoj.Vasilevski@education.vic.edu.au Wayne.Abrahams@education.vic.edu.au Krystal.Jessop@education.vic.edu.au</p>
<p>Malessa Yanni Additional Education Needs Coordinator</p>	<p>Can assist with:</p> <ul style="list-style-type: none"> ● Providing strategies to support additional learning needs 	<p>Malessa.Yanni@education.vic.edu.au</p>
<p>Access to check-in over-the phone/digital sessions with</p>	<p>request made via email:</p> <ul style="list-style-type: none"> ● Carmel Ham ● Insiyaah Mesiwala ● Joe Diamond 	<p>mlchearme@manorlakesp12.vic.edu.au</p>

school counsellor/mentor	<ul style="list-style-type: none"> James Atem 	
Dr Chamira Ranatunga Doctors in Schools Programme	Private Practice: The Doctors Werribee tel:(03)85790976 88 Cottrell Street Werribee, VIC 3030	Questions about the programme: doctors.in.schools@edumail.vic.gov.au To book an appointment through private practice: https://healthengine.com.au/medical-centre/vic/werribee/the-doctors-werribee/s65469?src=doctor
Department of Education & Training South Western Victoria	1300 333 232	swvr@edumail.vic.gov.au

External Service Supports

Kids Helpline Phone Counselling Service	1800 55 1800	www.kidshelpline.com.au
Parentline	13 22 89 Open 7 days a week 8am-Midnight	https://education.vic.gov.au/parents/services-for-parents/Pages/parentline.aspx
Developing a “Mental Health Care Plan”	Contact your General Practitioner	https://headspace.org.au/blog/how-to-get-a-mental-health-care-plan/
Child FIRST and Family Services	1300 775 160	https://services.dhhs.vic.gov.au/child-first-and-family-services
Better Health Channel Child, Family & Relationship Services	1300 650 172	https://www.betterhealth.vic.gov.au/servicesandsupport/child-family-and-relationship-services
Medical Advice NURSE-ON-CALL	1300 60 60 24 for expert health advice from a registered nurse 24 hours a day, 7 days a week.	https://www2.health.vic.gov.au/primary-and-community-health/primary-care/nurse-on-call

<p>COVID-19 If you suspect you may have the coronavirus disease (COVID-19) call the dedicated hotline:</p>	<p>Open 24 hours, 7 days. 1800 675 398 Please keep Triple Zero (000) for emergencies only.</p>	<p>https://www.dhhs.vic.gov.au/coronavirus</p>
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Renee Liprino
Secondary Principal
Email: renee.liprino@education.vic.gov.au

Supported Learning

As you will be aware, the Department of Education has instructed that all Victorian Government schools will commence school holidays as of Tuesday 24th March, 2020. This is to give teachers the chance to prepare for the possibility of online learning at the commencement of Term Two.

In light of the possible move to online learning, staff in Supported Learning have already commenced preparations to allow all students to access a continuity of education. **We have elected to utilise Seesaw Classrooms as our platform of choice for home learning.**

- You will need to either download the Seesaw Classrooms application on iPad/tablet device or;
- Access Seesaw Classrooms on laptop or desktop computers via <https://app.seesaw.me>
- You will be provided with a QR code and login code by Kate Lovegrove via email, Seesaw family app or Compass.
- Select 'I am a student' and enter code or scan QR code. This will give you access to a home learning portal and direct contact with your classroom teacher.

I would like to thank staff for working so diligently at preparing a huge array of home learning tasks and this will continue to happen over the coming days. Tasks will be specifically set for students based on their level of need and level of learning. They are not live recordings and so timetables can be flexibly delivered at a time that suits best in your home. We recommend at minimum the following time allowances delivered per school day:

- 20 mins Reading
- 15 mins Writing
- 15 mins Communication/social skills oriented game
- 20 mins Maths

And the following time allowances per week:

- 30 mins Physical Education
- 30 mins Art/Creative Arts

We understand that students may not be able to pay attention for this long in one sitting and have intentionally designed tasks that they can take a break from and return to if necessary.

Please note some additional resources that are available for you to use at home:

- Epic books- free sign up www.getepic.com
- Sunshine Online- School login details to follow) www.sunshineonline.com.au
- Wushka levelled readers online (over 650+ levelled readers)- school login details to follow
- Study Ladder - free sign up. www.studyladder.com.au
- Essential Assessments- individual tasks assigned by teachers and testing available. Individual student logins to follow.

- Reading Eggs- free 30 day trial for families www.readingeggs.com.au
- Twinkl- free parent sign up (many free resources)
<https://www.twinkl.com.au/resources/parents/extra-subjects-parents/school-closures-category-free-resources-parents>
- Teachers Pay Teachers- many free worksheets and activities to download with free subscription.
www.teacherspayteachers.com

At this point we would like to put out an expression of interest for parents/students to indicate if they would be interested in access to 30 min 'tutoring'/check in sessions with our Education Support Staff via a video chat platform called 'Zoom'. This would enable some one-on-one support for learning time and a chance to practise appropriate social skills. If you are interested in this, please email me directly on the email address listed below and should we shift to online learning in Term Two, we can organise a timetable for students to access this additional support.

Please bear with us in the meantime while we navigate this uncharted territory and iron out the 'kinks' which will no doubt appear. Please email as needed.

I also have access to a school mobile phone which you can text or call me on if required. The number is:
0477 016 947

Thank you for your patience and support,
Best wishes to you and your family during this time.
Francesca Ahearn
Principal
Supported Learning
francesca.ahearn@education.vic.gov.au