

**Richard Johnson
Anglican School
Distance Learning Plan
Years 7-10**



*Information for Secondary
Parents*

2021

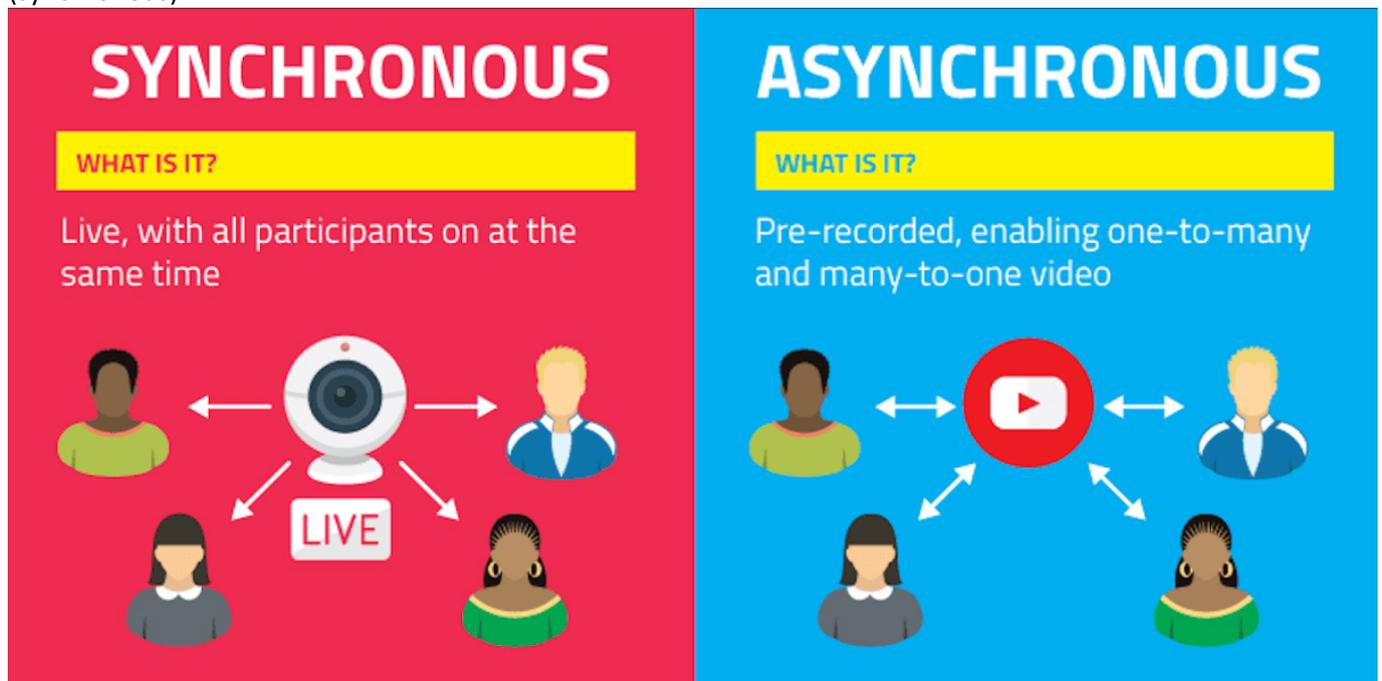
Introduction

Distance Learning requires collaboration and respectful communication between all stakeholders, namely our School Executive, Primary Coordinators, Staff, parents and students.

The information included in this document complements and extends documentation already available on the School website which provide helpful guidelines to ensure a smooth transition from school-based to distance learning.

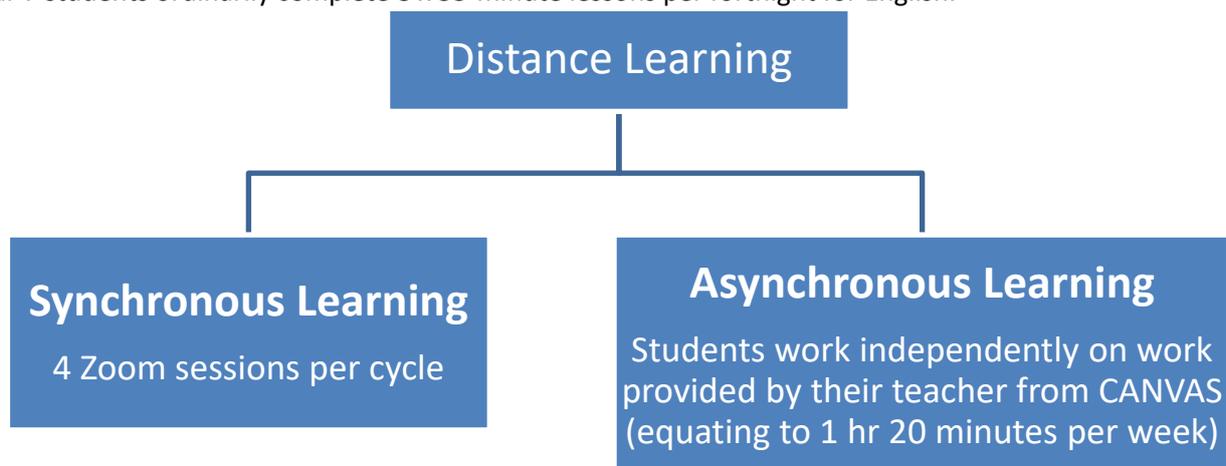
Learning experiences of a regular School environment cannot be fully replicated in a Distance Learning model. Students do not complete 'desk work' for 6 hours in a typical school day. They are involved in social and hands-on learning; partner, small-group and whole class discussions and activities; Library, Sport, Fitness and Music lessons; as well as daily and weekly Assemblies and lesson breaks throughout the day. The distance learning day will therefore naturally be shorter than a typical school day.

Students will follow a timetable of activities. These include both synchronous (lessons on ZOOM) and asynchronous (work accessible through the CANVAS website) activities. We understand how important it is for students to continue to work alongside their peers and the teaching staff, after all learning is a social activity. Therefore, an adjusted timetable will be published on a week-by-week basis that can be viewed in Edumate. This timetable shows when students will be expected to attend ZOOM sessions (synchronous).



An example of how learning will be divided between synchronous and asynchronous can be seen below:

Year 7 students ordinarily complete 8 x 55-minute lessons per fortnight for English.



Distance Learning Mode

- Teachers will provide both online and offline learning tasks and activities to engage students in the curriculum each day. Tasks will be differentiated, as far as is practical, to meet student needs. Direction will be provided on how to complete these activities.
- Students are expected to complete the CANVAS work at their own pace, by completing items on their CANVAS to do list.
- ZOOM, CANVAS and email will be the platforms used for communication of learning.
- Work will be completed in OneNote and through various links in CANVAS to Microsoft Office 365.
- If a student/parent has a concern, they should email the Homegroup teacher or Class teacher during normal School hours. Referral beyond Class teachers will be guided by the modified “Lines of Communication” document, available on the School website and is in the first case with the Welfare coordinator or the relevant Curriculum Coordinator if this is an academic issue.
- The teacher is available to support students’ academic needs.
- The counsellor is available to support students’ emotional needs. Please contact the teacher if you feel your child requires support from the School Counsellor.
- Technology support will be available online or by phone. Parents should contact the teacher who will redirect the enquiry to our IT Support team if required.

Students responsibility

- Students will be expected to attend their ZOOM sessions on time.
- Students must wear the School sports shirt for ZOOM lessons.
- Where possible, students should avoid ZOOMING from their private bedroom for the lesson. Lessons should be completed in a quiet space with a simple background behind them. The background, where possible, should not include thoroughfares or functional areas that might accidentally lead to inappropriate vision or distractions. If this is not possible, the student should have their camera switched off, or a suitable virtual background must be used.
- Students must not use vivid or outlandish virtual backgrounds to avoid distracting others. Changing virtual backgrounds during a lesson should not be permitted.
- **Inappropriate behaviour will not be tolerated. The video conference room is a classroom, and the same school behaviour and discipline policies apply to this environment.**
- Students following the YEARS 7-10 Distance Learning Schedule are expected to engage actively with the tasks provided, completing activities in a timely manner and submitting work when requested. Students will work independently or in small groups through the collaboration space in CANVAS or in One Note. Teachers may also schedule individual or small group meetings to monitor student progress and give feedback.
- Students will also be expected to:
 - Attend all timetabled sessions, ensuring they are present at the appointed time.
 - Show teachers that they are engaged by adding to discussion threads and submitting completed tasks (meeting deadlines).
 - Collaborate with students online as asked and with teachers during and after the lessons where possible.
 - Complete readings and other homework that may be assigned.
 - Attend the homegroup conference session conducted by the student’s home group teacher through their Homegroup CANVAS page **every Tuesday at 10am** and **every Friday at 12pm**.

Please note:

- If your child is sick, they do not need to do any learning that day. Please email the homegroup teacher and let them know your child is sick.

Lesson times

Personal Learning Time

	Monday, Wednesday, Thursday	Period	Tuesday	Period	Friday
1	8:30 – 9:23	1	8:30 – 9:23	1	8:30 – 9:23
2	9:23 – 10:16	2	9:23 – 10:16	2	9:23 – 10:16
Homegroup	10:16 – 10:35			Recess	10:16 – 10:35
Recess	10:35 – 10:55	Recess	10:16 – 10:35	3	10:35 – 11:28
3	10:55 – 11:48	3	10:35 – 11:28	Personal reflection time	11:28 – 12:00
4	11:48 – 12:41	Homegroup	11:28 – 12:21	Homegroup	12:00 – 12:30
Lunch	12:41 – 13:34	Lunch	12:21 – 13:00	Lunch	12:41 – 13:05
5	13:34 – 14:27	5	13:00 – 13:53	5	13:34 – 14:27
6	14:27 – 15:20	6	13:53 – 15:20	6	14:27 – 15:20

All students will be expected to complete some form of Individual Personal Learning. Homegroup teachers may ask about these learning experiences during our Zoom sessions and this learning should be documented in the student's learning journal in the homegroup OneNote.

Personal Learning is intended to be:

- Independent and self-directed
- Will be shared in Personal Learning
- Documented in one note
- No time limit or requirement
- Learning for personal interest and growth

Personal Learning Activities could include:

- Reading
- Learning how to do something of personal interest
- Creating models
- Practicing a musical instrument
- Building models
- Being active (getting outside to do some exercise)

Netiquette

As your teacher I promise to...	Online Communication Netiquette		As a learner I promise to...
Check my emails daily during the school week	Behave online as you would to a person face to face: respectful and courteous	Remember you are talking to your class mates- they are human and have feelings 😊	Check my emails daily during the school week
Respond to course related questions during the week the task is given. If questions are pertinent to the whole class I will share with the rest of the class (anonymously if requested)	Check before you post. Always check whether a similar question to yours has been posted and answered on the discussion board to avoid duplicated messages and responses.	Do not write in all uppercase. ALL CAPS MEANS YOU ARE SHOUTING although you may not mean it.	Complete all tasks set within the given time frame
Post announcements and reminders once per week or more frequently if needed	Use emoticons (emojis or emotional symbols (-:-), :-), :-(, :-(-, :-p, etc.) to indicate the tone of voice. It is often hard to tell the emotion of a text-based message. Use emotional symbols to give your message a little social touch. 😊	Respect others. In all communication and discussion occasions, use your professionalism and talk to others with respect. Unsuitable messages will be removed.	Work collaboratively if requested to do so
Give feedback on any submitted work			Ask questions and seek clarification when necessary
Conduct at least one synchronous face to face session per week during school hours			Attend any scheduled synchronous classes during school time

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