



## **Dalkeith Primary School**

### **Online Learning Guidelines**

#### **(In the event of Isolation and Home Schooling)**

#### **Purpose:**

The purpose of this policy is to ensure consistency in the use of platforms and modes of communication during periods of isolation and home schooling. Online learning will be in line with the device user agreement (iPromise); and the School Curriculum and Standards Authority Outlines. In the event of lockdown, Dalkeith Primary School will follow DoE operating guidelines and provide time for teachers to prepare relative to the lockdown period.

Our aim is to provide students with continuity of engaging and purposeful learning experiences during times students are unable to physically attend because of school closure. We will be fostering student wellbeing with ongoing support. Each Friday a survey will be sent home from DPS Administration for completion by parents; a result summary will be shared with staff and community

#### **Requirements:**

Students must complete provided learning activities, pre-recorded lessons and engage in scheduled Zoom lessons and check-ins.

Students will need a device. In the event that students do not have access to a device, please contact the school who will endeavor to provide a device.

Parents are asked to provide a suitable working space and be mindful of length of time on devices.

#### **Learning:**

Learning can be delivered three ways. All learning needs will be considered as much as possible.

- 1. Learning Activities:** Uploaded via Seesaw. Lessons do not require participants (students, teacher, parents) to be in a face-to-face online teacher supervision situation. Parent support and guidance is recommended. Students and parents can communicate with teachers via Seesaw messaging if they encounter difficulty. These learning activities will be completed at the students own pace following a schedule. In the event of no access to technology, printed learning packages from the DoE will be provided. Student workbooks may also be used to supplement learning packages.
- 2. Face-to face:** live, face-to-face online learning in a virtual classroom environment at designated times. Face to Face online learning sessions can be scheduled once a day

(minimum) in one or more learning areas but must include Maths or English. Teachers will provide students with a Zoom link to face-to-face online learning sessions through Compass news feed. When students are engaged in face-to-face learning, they must physically be present in a space inside the home that is open and easily supervised. They may wear headphones to reduce disruption to the household.

- 3. Short, pre-recorded video lessons:** May be provided in place of face-to-face daily lessons. A link to lessons will be provided via Seesaw.

Dalkeith Primary School will adopt a combination of learning activities and face-to-face/online sessions. Wellbeing check ins will occur weekly via Zoom or phone.

### **Online Learning Platforms:**

Dalkeith Primary School will use four main platforms to deliver online learning:

1. Compass
1. Email
2. Zoom
3. Seesaw

### **Content:**

- The Western Australian Curriculum will be the basis for all learning. English and Maths will be prioritized and make up 50% of the workload. Specialist and other learning areas will schedule a lesson at least once a week.
- Given the different nature of this learning environment, the daily timetable will not constitute a regular day. The online daily timetable is expected to take 2 hours; however, completion time is dependent on individual work habits.

### **Assessment and Feedback:**

- Assessment will be set as per the teaching program and relative to the lockdown period.
- Students submit completed work to the teacher for checking, marking and/or assessment via Seesaw.
- Teachers will provide feedback on submitted work within the week of receiving it via Seesaw. Teachers will indicate which activities are assessment pieces. These pieces are to be completed independently.
- All activities will be checked but not necessarily marked or graded.
- Teachers will make contact (see the table below) with every child/family individually once a week for the purpose of a brief wellbeing check-in, provide information and answer queries. A timetable will be scheduled with parents via the Compass Conference platform.
- Teachers may also check in once a week with the whole class via Zoom.
- Compass Chronicle will be used to provide commendations and letters of concern regarding attitudes, behavioral observations and work that is not being completed to standard.

	Compass	Email/Phone	Zoom/Video	Seesaw
<i>Who uses this platform?</i>	Parents, teachers and school leadership	Parents, teachers and school leadership	School leadership Teachers, students	Students, teachers, parents
<i>What is this platform used for?</i>	Whole school communication Links for online learning	Communication from and between teachers and leadership team  Questions about learning activity from parents	Online learning - teacher delivery  Weekly whole class check ins - by teacher	Learning Activities  Queries and feedback regarding the learning activities
<i>How frequently will the platform be used?</i>	Updates as newsfeeds become necessary and available	Once a week as a check-in for student/family wellbeing  Scheduled timetable will be available	<ul style="list-style-type: none"> <li>At least once a day for online learning</li> <li>Once a week for whole class check-ins</li> </ul>	Daily  Weekly schedule sent out each Monday morning
<i>Additional Information</i>	A family wellbeing survey form will be sent home every Friday from the Admin team  Chronicle will be used by staff to send commendations and letters of concern	This is the primary means of contact between classroom teachers and parents	Parents will need to supervise their child during face to face learning sessions	Parents will need to download the Seesaw app

## Responsibilities of Key Stakeholders

### Admin:

- ◆ Support all stakeholders to enact the guidelines.
- ◆ Inform all stakeholders of DoE and DPS operating guidelines and updates as soon as practical.
- ◆ Provide professional learning for staff to develop the necessary skills for online learning.
- ◆ Provide parents with IT support.

- ◆ Distribute weekly family wellbeing survey and results.
- ◆ Ensure that all students have access to devices and learning activities.
- ◆ Troubleshoot and manage issues across all stakeholders.
- ◆ Manage collection of student resources from school.
- ◆ Ensure Line Managers check-in regularly on staff wellbeing.
- ◆ Create Compass Chronicle templates.
- ◆ Ensure PLC session (1/term) allocated to IT refresher session.
- ◆ Upload Zoom App to laptops.
- ◆ Coordinate supervision and duty of care of essential worker students (if necessary).

#### **Teachers:**

- ◆ Ensure only the platforms of Email, Compass, Seesaw, Zoom Meetings, phone calls be used with students and parents.
- ◆ Create a weekly schedule and communicate it to parents at the beginning of each week. Classroom teachers will liaise with specialist teachers to ensure an achievable schedule.
- ◆ Send a link via Compass to parents prior to a face-to-face online learning sessions.
- ◆ Dress according to Dalkeith PS Dress Code.
- ◆ Ensure that all screen-casted content or video is appropriate for educative purposes, with age-appropriate content.
- ◆ Ensure all Protocols, etiquette and conduct online, is consistent with face-to-face teaching.
- ◆ Make use of any videos, recordings or pictures shared by the student using Seesaw or any of our Online Platforms for reporting and assessment purposes, and then delete them from the teacher's device once no longer required.
- ◆ Communicate with students via video conference during regular school hours only.
- ◆ As registered teachers, abide by the same mandatory reporting requirements.
- ◆ In the event of absence, adhere to usual leave protocols.
- ◆ Assist in supervision of essential worker's students (if necessary).

#### **Education Assistants:**

- ◆ Support teachers with preparation, assessment and feedback.
- ◆ In collaboration with the classroom teacher, collate learning packages for SAER students.
- ◆ Assist with wellbeing check-ins.
- ◆ Communicate with teachers as needed.
- ◆ Assist in supervision of essential worker students (if necessary).

#### **Support Staff:**

- ◆ Be available to support all stakeholders during periods of lockdown.
- ◆ School Psychologist will conduct regular check-ins with relevant students and families.

**Students:**

- ◆ Will engage in all provided learning.
- ◆ Will communicate via the Zoom Meetings platform with the teacher and other students using appropriate and respectful language.
- ◆ Are expected to follow all elements of the Dalkeith Primary School Device Usage Agreement.
- ◆ Understand that all interactions in Zoom Meetings – via text, audio or video – will be monitored by teachers at all times.
- ◆ Should not take screenshots or recordings of teachers or any material that is being taught without permission.
- ◆ Understand that if they are in breach of any of the above, they will be contacted by their teacher to discuss possible consequences and parents will be notified.
- ◆ Wear school uniform during Zoom Meetings.
- ◆ Attend Zoom meetings in a shared open space, free of distractions.

**Parents:**

- ◆ Ensure that students have access to a suitable device and the internet. Where this is problematic, parents are asked to communicate quickly with the school so that solutions can be found.
- ◆ Ensure that student involvement in all face-to-face online sessions take place in an open area in the family home, rather than in student bedrooms or other private spaces and that there is a responsible adult present. Ensure the space is free of distractions (siblings, pets, TV) where possible.
- ◆ Assist their child to log in or supervise log in for their child.
- ◆ Ensure that there are no recordings or screenshots being made of teachers.
- ◆ Observe the learning taking place in these online environments.
- ◆ Complete the 'Family check-in' survey each Friday.
- ◆ Support students, as required, in their completion of learning packages by providing guidance or rewording the exercise.
- ◆ Inform the teacher of any concerns regarding the completion of the learning tasks.
- ◆ Inform the teacher of any absences from face-to-face online learning and any reasons why work can't be completed.
- ◆ Be prepared and available for your weekly check in with your child's teacher.