



Friday 28 May

Dear parents and carers,

Thank you for your support and understanding while we work through the key aspects of implementing remote and flexible provision in line with the 'circuit breaker' lockdown which has been rolled out across the state.

All staff are preparing to support students and their families to engage in remote and flexible provision for Monday 31 May, Tuesday 1 June, Wednesday 2 June and Thursday 3 June. At this stage we expect to be able to welcome all students back to on-site learning on **Friday 4 June**. I sincerely hope this is the case and will provide an update to families each day next week regarding the timeline for returning.

The purpose of this update is to provide you with information regarding accessing support from Castlemaine Secondary College and, most importantly, how we will ensure continuity of learning for all students.

Continuity of Learning

All students will be learning from home from 28 May – 3 June, except for students in the following categories

Children where both parents and or carers are considered [authorised workers as listed](#) who cannot work from home, work for an essential provider and where no other supervision arrangements can be made:

- Where there are two parents/carers, both must be essential workers, working outside the home in order for their children to be eligible for on-site provision.
- For single parents/ carers, the essential worker must be working outside the home in order for their children to be eligible for on-site provision.

Vulnerable children, including:

- children in out-of-home care
- children deemed vulnerable by a government agency, funded family or family violence service, and assessed as requiring education and care outside the family home
- children identified by a school or early childhood service as vulnerable, (including via referral from a government agency, or funded family or family violence service, homeless or youth justice service or mental health or other health service)

We also ask that students attending onsite are booked in so that we are able to provide adequate supervision. Attached to this message (on Xuno) is an On-site Attendance Form. If you require supervision for Monday, Tuesday, Wednesday and/or Thursday next week, the attached form needs to be completed and emailed back to the school over the weekend please. This can be sent through to the college email: castlemaine.sc@education.vic.gov.au

The learning program delivered on-site will be the same as the learning program delivered to students undertaking remote learning. Students attending on-site will be supervised by staff on-site but follow the teaching and learning program provided by their classroom teacher. Appropriate supervision of our on-site learners will be arranged based on the number of forms we receive.

School Buses

As of Monday buses will run as per their normal timetable, apart from campus transfers, which will not be running. Face masks must be worn on buses.

College Canteen

The college canteen will not be open and all on-site learners will need to bring their own food.

Uniform requirements

On-site learners will be permitted to wear neat casual dress instead of school uniform.

Delivery of classes

Students will receive the information they need to access their online classrooms **through their college Gmail account**. Remote Learning will be delivered primarily through Google Classrooms, as it was in 2020. We will communicate the student's individual codes to students and parents this afternoon (Friday 28 May) via email to the student's Gmail address and parent's email address.

Bell Times

During remote learning bell times will be slightly altered. Mentor Group will not run in the morning.

Extended Mentor will not run on Wednesday. Classes for all students will commence at 9.15am.

Bell times for Monday-Thursday are as follows:

9:15 – 10:00: Period 1

10:00 – 10:45: Period 2

10:45-11:15 –Morning Break

11:15 – 12:00: Period 3

12:00 – 12:45: Period 4

12:45-1:45 – Lunch Break

1:45 – 2:30: Period 5

2:30 – 3:15: Period 6

Students are expected to be in front of their computer, ready to commence their class at the beginning of each period. Teachers will either be in Google Meets at the start of the class or will provide instructions on the screen about work to go on with. Teachers will be available to work online with students individually or in small groups during each scheduled class.

Attendance at classes

The preferred way for students to engage in remote learning is through Google Classrooms. However, we recognise this may not always be possible for a range of reasons. Therefore, students will be marked present in their classes if they engage in the learning in some way and communicate this to their teacher on the day of that class. This communication may include a message on Xuno or via email, or the regular submission of work in line with their teacher's expectations.

Students who are marked absent for all classes on Monday and Tuesday will be followed up by their Mentor on Wednesday.

Access to computers

We will be lending school devices to families who do not have access to a computer for Remote Learning. Computers can be collected by parents and carers from our Library on **Monday 31 May from 8.30am-12.30pm**. There will be a computer loan agreement that we require a parent or carer to sign. During this time on Monday it will also be possible to visit the college to collect any learning materials needed to ensure learning from home can occur. Please do not come on-site unless it is essential. All visitors must sign in, comply with physical distancing and face mask requirements, and practise good hand hygiene.

Access to internet

In 2020 we provided several families with internet 'dongles'. If you were issued with one of these dongles and you require a data 'top-up', then please telephone our Reception for this to be arranged. We also have a limited supply of dongles we can provide to families who need them.

Provision of “hard copy” work

Students requiring “hard copy” or printed work can request this directly from their teachers, or parents and carers can request this work via Reception.

Year 10 and 11 Exams

Exams for Year 10 and 11 were scheduled to commence on Thursday 3 June. At this stage these will be pushed back to commence on Friday 4 June. There will be further information about this as we get closer to a potential return to on-site learning.

VCE and VCAL arrangements

Unfortunately, this reversion to Remote Learning causes more uncertainty for our Year 12 students. Over the coming week, we will be learning more about any changes to Year 12 programs and assessments. We will be keeping in close contact with students and their families to keep them up to date with what is occurring.

Accessing Support

Reception opening hours

Our school Reception will remain open every day during Remote Learning between the hours of 8:30am and 12:30pm. The school telephone line will also be open during these hours.

CSC Library services during remote learning

During remote learning, our Library staff will continue to provide services and programs to support students. Information on these services can be found on the Library website, which is accessible via the College website under Learning > Library.

Please don't hesitate to contact the Library with any requests or questions via the “Contact Us” link on the Library website homepage. <http://csclibrary.global2.vic.edu.au/>

Keeping in touch

Please let us know if your child requires any extra support during remote learning. A member of our wellbeing team will be on-site each day to provide remote support for students who need it.

I also encourage you to contact teachers via email or XUNO messaging. If you can't make contact with a teacher, or if you're not sure who you should speak to regarding an inquiry, then please contact Reception via telephone (5479 1111) or email (castlemaine.sc@edumail.vic.gov.au).

My next update to parents and carers will be on **Monday 31 May**, unless there is something urgent I need to communicate prior to that.

Stay home, stay safe and I look forward to welcoming all students back on-site.

Regards,



Simon Wood
Acting Principal – Castlemaine Secondary College