



9 April 2020

Dear Parents and Carers,

On Tuesday, 7 April the Premier and Minister for Education announced that Victorian Schools will be delivering their lessons by Remote and Flexible learning throughout all of Term Two due to the Covid-19 pandemic. These arrangements will commence from the first day of Term Two, which is Wednesday, 15 April.

During the final few weeks Term One, our staff worked very hard to set up Remote Learning supports for our students. Now that further details have been released about the Department of Education and Training (DET) requirements for Term Two learning, we are putting in place more specific plans to support Remote Learning at CSC. The information below is a starting point; however, there will be further information coming next Tuesday and regular updates throughout the term. Despite our thorough preparation for Remote Learning, this is new territory for all of us. We might need to change some of our plans in response to emerging considerations and requirements. On this note, I encourage families to keep in contact with us throughout the term to let us know how Remote Learning is working for you. In the meantime, here's some information to get us started:

What are the new Department of Education and Training (DET) directives for Term Two?

Please find attached a copy of the Premier's press release from yesterday, which outlines how Victorian schools will operate throughout Term Two. I have also attached the DET "Operational Guidelines" sent to schools on Tuesday. This document provides further details about arrangements for schools this term.

Key points include:

- The Premier's message that, "all children who can learn at home must learn from home – with exceptions only in extremely limited circumstances." This is the requirement for all of Term Two. Except for students who fall into one of "limited exceptions" category, all Victorian students will be working from home for Term Two.
- Our Student Wellbeing Team will be helping to identify the "limited exceptions" mentioned in the attached document. If you believe your child fits into one of these categories, then please let me know via return email.
- An extension to the academic year for Year 12 students (see further below).
- Special arrangements for students who have difficulties accessing Online Learning (see further below for CSC arrangements).

How will this impact Year 12 students?

As per the Premier's attached message, the VCE and VCAL academic year will be extended, with VCE exams not to be held until at least December. Although there might be some limitations to how and what students can learn from home next term, there will be additional time in Term 4 to cover the requirements of the VCE and VCAL courses. In particular, this additional time will help students to complete some of the practical components of VET, VCAL and VCE studies which might be restricted in Term Two. Schools will also be given options to reduce

some of the coursework requirements. Further details about this will be provided over the next few weeks. We will communicate clearly with our VCE and VCAL students and their parents as soon as new information is provided to us. Information provided by the DET yesterday indicates that small groups of Year 12 students might be permitted to attend school occasionally next term for completion of practical work. I am currently liaising with our teachers of Year 12 classes to explore how this might work. We will not be offering any such classes in the first week of Term; however, more details will be provided about the possibility of occasional practical classes for senior students as the term progresses.

How will Remote Learning be delivered at CSC?

The primary form of Remote Learning for CSC students will be through Google Classrooms, which is an online learning platform. As you are probably aware from my recent communications, all CSC students have access to a Google Classroom for each of their classes. Teachers have provided students with instructions about how to access these classrooms. Please find attached another copy of the log-in instructions, as well as the "one-off" codes students will need to use when they first join each of their Google Classrooms. Students will have lessons to complete via their Google Classrooms from the first day of Term Two (i.e. Wednesday 15 April).

If you are unsure about what these Google Classrooms look like, and how they work, please encourage your child to show you. Please also find below a link to a YouTube video which explains how Google Classrooms work (apologies I couldn't find a good Australian video):

<https://youtu.be/xfgqtCi7hdo>

How can I get ICT support?

Our school ICT Technicians will continue to work during school hours throughout the term. Please contact our school Reception (5479 1111) if your child requires ICT support.

What will the school day look like for students?

Students will need to log on to their Mentor Group Google Classroom at 9am where they will find daily messages and updates from their mentor (please note, Mentors will provide students with the codes for their Google Classrooms before Wednesday morning). During Mentor Group time, students will be asked to complete a quick daily check-in survey which will help us determine how students are going with their work and whether any extra supports are needed.

Wherever possible*, students should then follow their normal timetable (available on XUNO) to complete their assigned work for the day. Lesson times will be:

- 9:00– 9:15: Mentor Group
- 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

At the start of each class, teachers will have posted work for students to complete and instructional materials to assist with the completion of the set work. These instructional materials may take a variety of forms including written information, recorded video instruction, YouTube videos, PowerPoint presentations, live video interactions

or live audio interactions. Teachers will also be available during scheduled classes for students to ask questions and seek help. Students can seek help from teachers during these class times through the Google Classroom.

* We understand that there might be occasions when students are unable to log-on to their Google Classroom when their usual class is timetabled (e.g. when siblings are sharing a device in the same house). Students will not be penalised for completing their allocated work outside of the timetabled class time and assistance will still be available from the teacher during the next scheduled lesson.

What about students without devices and/or reliable internet?

We are aware that some CSC students do not have access to computers and/or reliable internet, and we are doing all that we can to ensure that these students are not disadvantaged.

At the end of last term, we sought feedback from families about this matter via a short survey. If you responded to this survey, we will be contacting you on April 14 (i.e. the Student Free day before school recommences) to make arrangements for lending school computers and/or discussing arrangements for overcoming internet unavailability. If you did not respond to last term's survey, and your child does not have access to a computer and/or a reliable internet connection, please let us know via return email. We will then contact you next Tuesday to discuss ways we can support you.

If your child requires any work in "hard copy" format, please let their teachers know. We will then mail home work in "hard copy" format or make it available to collect from the school's Reception (whichever option works best for students and their families).

How can I communicate directly with my child's mentor and teachers?

Please use the usual means to keep in touch with your child's mentor and teachers. Options include:

- Sending a XUNO message
- Email
- Making phone contact via Reception.

The best teacher to contact for general concerns (i.e. not subject specific) is your child's mentor.

How can I support learning from home?

It will be essential that students maintain healthy sleep patterns, continue to complete their school work during school hours and engage in daily physical activity. I encourage families to read the valuable advice and information from the DET's "Learning from Home" website:

<https://www.education.vic.gov.au/parents/learning/Pages/home-learning.aspx>

The CSC Wellbeing Webpage is another important resource I urge students and parents to access. This webpage is available via our CSC website (under the "School Life" menu) or via the following link:

<https://sites.google.com/education.vic.gov.au/cscwellbeing/home?authuser=2>

Please contact our Wellbeing Team if you or your family requires support during these challenging times. Contact can be made either through the above website or by phoning Reception during school hours.

Over the coming weeks we will continue to provide further advice and assistance to families about supporting learning from home.

What next?

Since the Premier's announcement on Tuesday, the DET has been providing schools with daily updates and supports. As more information becomes available, I will continue to keep our CSC families informed. Please look out for a further update from me on the afternoon of Tuesday 14 April (i.e. the day before Term Two commences). On the same day, we will also be in touch with families who have alerted us to difficulties with accessing the necessary technology for Online Learning.

In the meantime, I wish our CSC families all the best for Easter weekend. Please stay safe and take care.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Paul Frye". The signature is written in a cursive, flowing style.

Paul Frye
Principal