



Thursday 15 July

Dear parents and carers,

The announcement this evening of a further statewide lockdown has come at short notice, however we are confident we are well prepared for another period of remote and flexible learning. This document will provide guidance about how we will ensure continuity of learning for all students at Castlemaine Secondary College.

All staff are preparing to support students and their families to engage in remote and flexible provision for the period of the lockdown. For tomorrow, Friday 16 July, the provision of learning will be slightly different than for Monday 19 and Tuesday 20 July. At this stage we expect to be able to welcome all students back to on-site learning on **Wednesday 21 July**. I sincerely hope this is the case and will provide an update to families each weekday throughout the lockdown regarding the timeline for returning.

Information for the Lockdown

All students will be learning from home from 16 – 20 July, 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 Friday, Monday and/or Tuesday, the attached form needs to be completed and emailed back to the school. 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 on-site staff but will 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 tomorrow 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 during the last period of remote and flexible learning. We will communicate the student's individual codes to students and parents tomorrow afternoon (Friday 16 July) via email to the student's Gmail address and parent's email address. The majority of codes will be the same as the previous lockdown, however be aware some classes have changed so be sure to check the updated information when you receive it.

The focus for tomorrow will be for teachers and mentors to 'check in' with their students. Teachers who have Google Classrooms set up from last time may choose to run their classes through this platform. Otherwise, students can expect to be contacted by teachers with instructions for work they need to complete for their class that day. Teachers will communicate their expectations to their students in the morning. For Monday 19 July and Tuesday 20 July, classes will run as per the bell times below.

Bell Times

During remote learning bell times will be slightly altered. Mentor Group will not run in the morning. Classes for all students will commence at 9.15am.

Bell times for **Monday and Tuesday** 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.

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 **Friday 16 July from 8.30am-12pm**. There will be a computer loan agreement that we require a parent or carer to sign. During this time on Friday 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

If you have previously been issued with a dongle 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.

Course Counselling

Course counselling for those booked in tomorrow, Monday and Tuesday will continue over the phone.

Work Experience

Unfortunately Work Experience for our Year 10 students will be cancelled for at least Monday 19 and Tuesday 20 July. We will wait on further advice from DET before making a decision about the remainder of the week.

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 normal office 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 you our 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 **Friday 16 July**.

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

Regards,



Simon Wood
Acting Principal – Castlemaine Secondary College