



Sunday 22 August

Dear parents and carers,

The announcement yesterday of another state-wide lockdown has come at short notice, however 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. Remote and flexible learning will commence for all students tomorrow morning, Monday 23 August, with mentor time at 9am. At this stage we expect to be able to welcome all students back to on-site learning on **Friday 3 September**.

Information for Remote and Flexible Learning

Student attendance on site

All students will be learning from home from Monday 23 August – Thursday 2 September, except for eligible students in the following categories

Children where both parents and/or carers are authorised workers 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 authorised workers, working outside the home in order for their children to be eligible for on-site provision.
- For single parents/ carers, the authorised worker must be working outside the home in order for their children to be eligible for on-site provision.

Please note – parents/carers in this category must provide a permit as proof of their eligibility as an authorised worker if they are seeking access to on-site supervision for their child.

Children experiencing vulnerability, including:

- children in out-of-home care
- children deemed vulnerable by a government agency, funded family or family violence service, and is assessed as requiring education and care outside the family home
- children identified by a school 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.
- Where a parent/carer indicates that a student with a disability is vulnerable because they cannot learn from home, and/or informs the school the student is vulnerable due to family stress, the school must provide on-site supervision for that student. This may apply to students enrolled in specialist schools and students with a disability enrolled in mainstream schools.

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 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

School 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

Remote Learning will be delivered primarily through Google Classrooms, as it was during the last period of remote and flexible learning. Classroom codes will be the same as the previous lockdown, students will need to contact their teachers if they cannot access these codes.

Bell Times

During remote learning bell times will be slightly altered. Mentor Group **will** run in the morning and all students are expected to 'check in' with their mentor during this time. Classes for all students will commence at 9.15am.

Bell times for **this period of remote and flexible learning** are as follows:

9.00 – 9.15: Mentor 'Check in'

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

Based on feedback from parents and students we are reducing the amount of screen time contact students are expected to have with their teachers in years 7-10. **This will amount to roughly 60% of normal class time.** For example, a class that would normally have 5 periods per week will now have 3 periods of online instruction. There will be work students can complete outside of this time but they will not be expected to be online and the roll will not be marked.

Teachers will arrange the amount of screen time required for each student and will communicate this with their classes. The amount of online contact for senior classes will not be reduced and will be decided by the individual teacher.

Our Wellbeing Team has developed a grid of suggested activities students can engage in during their time away from the screen, which will be re-sent to all students and families for this period of remote and flexible learning.

Daily Mentor Check ins

Daily check-ins with Mentor teachers will resume from 9am Monday morning via Google Meets. Mentors will make individual contact with any families whose children do not check in for the daily mentor session.

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 **during Front Office opening hours**. There will be a computer loan agreement that we require a parent or carer to sign. 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.

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 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@education.vic.gov.au).

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

My next update to parents and carers will be on Monday 23 August.

Regards,



Simon Wood
Acting Principal – Castlemaine Secondary College