

Remote Learning Support: Students

The Minister of Education announced on April 7 that students will be transitioning to flexible and remote learning from the start of Term 2, 2020

The following arrangements are in place to support students, whether they are learning at school, or from home. Please note that while the College is prepared to commence remote learning, it won't always be perfect and we will learn as we go. Our plan includes ways parents and students can be guided as to whom questions should be directed as well as specific expectations associated with all involved in this online learning experience.

Contact

From Crusoe College to students

- Students will receive regular updates from Crusoe College via Compass.
- Students should expect to receive an email every morning from their Advisory Teacher and other emails / communications from their classroom teachers during the week.
- Further updates will be available via our social media platforms Facebook and Instagram

From students to Crusoe College

- Students are advised to use the following email addresses to make contact with the appropriate person.
wellbeing@crusoecollege.vic.edu.au – for all student wellbeing inquiries
technicians@crusoecollege.vic.edu.au – for all inquiries regarding ICT support and Compass
- Students need to respond to the Advisory message sent each day and any other question / request for contact made by their classroom teachers.
- For inquiries regarding classwork students are advised to use the Compass portal to make contact with their teacher.

For successful continuity of learning whilst at home, it is important that a routine is established and followed by students.

Working from Home

When working from home, students are expected to:

- Check your Compass schedule each day to find out which classes you have.
- At the beginning of each scheduled class, check what work is to be completed on Compass for that lesson and answer the **Roll Call** question if asked by the teacher.
- Carefully read through **Compass** to find your resources, scheduled questions, and learning tasks.
- Once tasks have been completed they need to be submitted via Compass unless your teacher has indicated otherwise.
- Ensure work is completed on time as your teacher requires and is scheduled in Compass.

Roll Call

At the beginning of each scheduled class students need to log into Compass and their Crusoe College email and find the roll call question so that they can demonstrate they are present in the classroom and aware of the resources and assignments allocated for that period.

Questions about Work

Any questions about work should be posted in the classroom comments - under the **Conversation** box - for teachers to respond to.

Be Polite and Courteous

When posting questions on Compass or participating in a Google Meeting room students are expected to be respectful and courteous. Remember other students and their families will be able to read your posts and hear you in Google Meet rooms.

Looking after yourself

It is important that you look after yourself during this time and whilst learning from home. If you find remote learning overwhelming, or life becomes difficult due to other circumstances, it is important to make contact with the Wellbeing Team either by emailing wellbeing@crusoecollege.vic.edu.au or sending an text message to Mim on: 0477 826 695.

Here are some tips to help you with learning from home:

My Wellbeing

- Maintain regular contact with friends and peers.
- Communicate with and support each other.
- Remember that the teachers, Learning Community Leaders and wellbeing staff are here to help you through this time.
- Schedule your day so you have recess and lunch. Stand up between classes, stretch and move around.
- Remember to eat healthy food and drink plenty of water.
- Make sure you exercise regularly!

My Routine

- Wake up with enough time to get ready and have breakfast before 8:30 am.
- Say good morning to your family.
- Get suitably dressed for the day although you do not have to be in your uniform.
- During Advisory at 9:00am each day, check your school emails and online learning information via Compass. You should also receive a message each day from your Advisory Teacher during this time. Respond to this message to let your teacher know that you are online and ready for learning.
- Write a to-do list to monitor activities. Lessons will run according to the regular timetable, your classes start at 9:20.

My Learning Space

- Find a comfortable and quiet space that is not your bedroom.
- Be respectful of shared spaces, both at home and online and act according to our College values.
- Have your device ready and logged in.
- Test apps and programs to make sure they are working.
- Use headphones if possible.
- Remove all distractions, such as your phone.

My Classwork

- Complete classwork and assignments as required.
- It is important to show your learning by meeting all deadlines set by your teachers.
- Spend time revising any items you don't understand and ask your teachers questions.

My Classes

- Work will be made available via Compass which outlines the expectations for the session. Student work will be submitted via learning tasks. Digital files, such as documents, can be attached to the task via Compass. Handwritten documents may be scanned or photographed using your phone or tablet.
- Teachers will be available for questions via email, Compass or Google Meet during this time.
- Please be aware that mode of instruction will vary between classes.
- Teachers will provide you with formative feedback.
- Teachers may run collaborative activities in Google Drive
- If you can, you must blur your background.
- The best time to communicate with your teacher is during class time.
- If you contact a teacher outside of class time, you may not receive a response for up to 24 hours.
- Limited IT support will be provided via this email address: technicians@crusoecollege.vic.edu.au