Remote Learning

Definition

Remote Learning occurs when the learner and instructor, or source of information, are separated by time and distance and therefore cannot meet in a traditional classroom setting. Remote learning allows children at QoP to continue their own learning journey in a supportive, collaborative and structured manner.

Aim:

- Build an online learning environment for all children at QoP
- Maintain and provide opportunities to continue learning
- Effectively support the learning of children at QoP

Support & Communication

- Children in **Years Prep - 3 will use Seesaw** as the main platform to communicate learning tasks and resources to children.
- Children in **Years 4 - 6 will use Google Classrooms** as the main platform to communicate learning tasks and resources to children. Children will still use Seesaw to share some work with families. Specialist learning area teachers will post learning experiences on SeeSaw.
- Teachers will be available to support children's learning and communicate with parents between the following times on the days they work.
  9:00am - 11.00am,   1:00 pm - 3.00pm
- Specialist teachers will be available at these times on the days that the children usually have specialist classes
- Parent - teacher communication should take place using the Seesaw messaging service.
- Should families have concerns regarding health, wellbeing or personal circumstances, they should contact Darren Gibbons directly (dgibbons@qopaltonameadows.catholic.edu.au) or Marisa Te (mte@qopaltonameadows.catholic.edu.au)

Learning Experiences
- Teachers will create learning experiences for children to complete. These will include 'Must do' and 'Could do' activities. These experiences will be shared via Seesaw for children in Years P-3 and Google Classrooms in Years 4-6.
- Activities will be a mix of digital and non-digital activities that are 'shared' with their teacher when responding on Seesaw or Google Classrooms.
- Children will make use of a number of other familiar apps and platforms when undertaking remote learning. A list of these apps and platforms can be found at the bottom of this document.
- Learning tasks for Years 4-6 may be posted daily or weekly. If year levels are posting learning experiences weekly they will be posted by 8.30am Monday for the week. In Week 1 it will be Wednesday the 15th.
- Learning tasks for Years P-2 will be posted daily by 8:30. 'Could Do' activities may be posted weekly for children in Years P-2.
- Specialists areas, except Physical Education, will post learning tasks weekly on the day they are usually scheduled to have classes and be available to support children's learning on that day. Physical Education learning tasks will be posted on Monday with children being supported on the day PE is usually scheduled.

- Teachers will plan learning experiences with an awareness of the home environment, including the opportunities and challenges that come with this.

Work Samples & Feedback
- Children will be encouraged to respond to the learning tasks set for them by teachers. There are a 'Must do' and 'Could do' activities for different areas of the curriculum.
- Teachers will view children's work samples and provide feedback on the 'Must Do' learning tasks. This feedback will vary across the year levels. It may be a comment on work, oral feedback via Seesaw or a video conference using Google Meet in years 4-6.
- Teachers may also check in on families via the phone or email.
- Should a staff member become unfit for work, this will be communicated with families and feedback will not be provided for children until they return to work
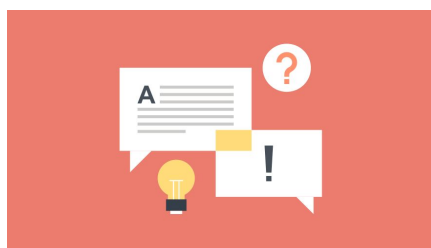
Access to Technology
- The school implements a [1:1 iPad program](#) for children in Years 3 - 6. Children in these year levels will use their iPads to receive learning and respond to learning experiences.
- Children in Years Prep - 2 can use any device they have at home to access remote learning. Parents will need to support children in accessing Seesaw. Seesaw can be accessed through any web browser on most devices. Many devices such as iPads also have a dedicated app that can be downloaded.
- Children in Years Prep - 2 will receive details of how to log in at home to their Seesaw account from their classroom teacher.
- If your family does not have access to a suitable device for remote learning the school has a limited number of iPads available to loan out to children in Years Prep - 2. Parents or carers can complete [this form to apply for an iPad to loan](#) for their child. Any questions relating to borrowing an iPad can be directed to Cameron Menadue (cmenadue@qopaltonameadows.catholic.edu.au).
- Alternatively, families who do not have access to technology can collect a hardcopy of learning tasks from the school office on a Monday between 9.30am and 10.30am.

Technical Support
- Minor technical issues can be directed to classroom teachers.
- Technical issues requiring further action can be [logged here.](#)
- The school will also provide a 'drop in service' for technical issues. This service will run every Tuesday from the school office between 10.00am and 12.00pm. Strict social distancing protocols will apply. Your device will need to be physically wiped clean on arrival.
    - [Logging on to Seesaw for 'Home Learning'](#) (children in Years Prep - 2. Children in Years three - six will use their school Google account as usual.)

Frequently Asked Questions

What are my expectations as the parent in relation to remote learning?
The goal for parents should be to support their child/ren in their learning in partnership with the school. We do not expect our parents to be teachers and we understand that learning experiences will be different to school.

How long should I dedicate to remote learning each day for my child/ren?
We understand that the learning environment at home is different to that of school. We also recognise that many families will have varying challenges with children working from home, e.g. parents being required to work from home also, access to technology, etc. Taking this into account, we would encourage parents to do their best to allocate between 2-3 hours of learning each day. The 'Must Do' learning tasks fit within this timeframe.

Guideline

Prep-2	Literacy	20-25 minutes
	Maths	20-25 minutes
	FLI	20-25 minutes
3-6	Literacy	25-30 minutes
	Maths	25-30 minutes
	FLI	25-30 minutes
Specialist areas	Specialists will prepare weekly learning tasks that equate to the same time that they would be in the classroom with children if at school. This will be 'Must dos'	
Wellbeing	A wellbeing activity will be created for every year level each week	

What opportunities could I offer my child that may support learning?
Our opinion is that learning can take place anywhere. We encourage families to work with their children outside, exploring opportunities that exist. Other opportunities for learning can come from more informal activities such as board games, card games, gardening, walks, bike riding, jigsaws and puzzles.

How long will my school provide remote learning for my child?
The length of time a school may be operating with remote learning will be decided on a case-by-case basis on the expert advice of the Department of Health and Human Services.

How do I support my child to be cybersafe?
With children working online, it is vitally important that parents put structures in place to ensure a safe online environment. One way to support your child is to ensure children work in a setting that allows parents to view their screen. Another option to encourage children to share their learning tasks with you regularly.

How do I support remote learning if I have several children across different year levels?

We recognise that some families will have children from different year levels in the school. Children will be provided with learning experiences relevant for their year level but we encourage families to allow their children to work together on particular tasks that may work for children across multiple year levels. Be creative and look for opportunities for your children to work together.
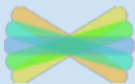
How do I support my child to upload their work to Seesaw?
Children from Year 1-6 will be familiar with uploading their work to Seesaw. If children have difficulty uploading to Seesaw, the following videos will provide a step by step guide on how to do so. Please note that most tasks will be set as 'activities by the teachers meaning children need simply to respond to the task on Seesaw and **not** create a new post.

- Responding to activites (Please note. A recent update on Seesaw allows children to save their progress before submitting.)
- Creating a Seesaw post.

* As more frequently asked questions become apparent we will continue to share answers with parents and families.

Apps & Platforms

Year Level	Platform/App	Description
All Year levels	Seesaw	● Digital portfolio for all children ● Years Prep - 3 children will receive tasks and activities through Seesaw. ● Years 4 - 6 children will continue to use Seesaw as they do in school, to share milestone learning tasks with teachers and families.
Years 4 - 6	Google Classrooms	● Children in Years 4-6 will receive their daily & weekly activities through Google Classrooms. (see tutorial) ● Children will collaborate, discuss and share ideas with peers and teachers. ● Children will respond to set tasks and activities through Google Classroom.
Years 3 - 6	Google Meet	● Teachers **may** schedule meetings with children in small groups to discuss learning. ● See procedures and expectations for using video conferencing at QOP.
Other apps that may be used incidentally or for individual tasks to complete remote learning. I.e. typing work or reading a digital book.		
Years 3 - 6	Google Apps for Education G Suite For Education	Includes Docs, Slides, Calendar, Sheets & Gmail. ● Used to communicate with teachers and collaborate with peers. ● Used to respond, collaborate, create and manage. ● Children can give and receive feedback when 'sharing' work.
Years 3 - 6	Apple Apps	● Children use various apps to create and respond to tasks in new and exciting ways. I.e. creating a prototype 'app' or displaying results on a survey graphically.
All Year levels	Study Ladder	● Classroom teachers will provide children with login

	![Sl logo]	details. ● Children can complete a number of literacy and mathematical activities. These activities are most likely to be 'could do activities.'
Years Prep - 2	Sunshine Online ![Sunshine Online logo]	● Provides excellent leveled reading material for the junior levels. ● Username: qopps ● Password: qopps
Years Prep - 2	Sunshine Online - Classics ![Sunshine Classics logo]	● Provides excellent leveled reading material for the junior levels. ● Username: qopps1 ● Password: qopps1
All Year levels	Borrow Box ![Borrow Box logo]	● Children can use Borrow Box and a library card to borrow digital books on their iPad. ● If you do not have a library card you can apply online via Hobsons Bay Libraries.

Glossary of Important Contacts & Links

Important Contacts		
Name	**Role**	**Contact**
Darren Gibbons	Principal	dgibbons@qopaltonameadows.catholic.edu.au
Michael Ozbun	Deputy Principal	mozbun@qopaltonameadows.catholic.edu.au
Joanne Pearce	Learning & Teaching Leader	jpearce@qopaltonameadows.catholic.edu.au
Rose Gusman	Learning Diversity	rgusman@qopaltonameadows.catholic.edu.au
Marisa Te	Wellbeing Leader	mte@qopaltonameadows.catholic.edu.au
Cameron Menadue	Technical Support & Digital Leading	cmenadue@qopaltonameadows.catholic.edu.au

Links and Publications		
Title	**Description**	**Link**
iPad Loan Application	Children in Years Prep-2 who do not have access to a device for Remote Learning	https://forms.gle/6D618LCCm9HkQooA6
Technical Support	Use this form for support on technical issues	https://forms.gle/YHbwdSmZETuSd3nS9
Logging on to Seesaw	Children in Years Prep-2 log on to Seesaw by the following steps.	https://www.youtube.com/watch?feature=youtu.be&v=RRQrR21ZEuM
Responding to Seesaw Activities	Children follow these steps to respond to activities set by teachers on Seesaw	https://www.youtube.com/watch?v=MVjKsMkhqg0
Creating a new Seesaw post	Children follow these steps to create new Seesaw posts.	https://www.youtube.com/watch?v=E0izqoGzeaQ

Using Google Meet	A short tutorial on using Google Meet	https://drive.google.com/file/d/14VWkPx0kDctFxF94n6bwnktsIwsNO6OI/view?usp=sharing
Using Google Classrooms	A short introductory tutorial on Google Classrooms at QOP	https://drive.google.com/file/d/151xvF4SzARsET4UCe9HD54ch3VSJguOj/view?usp=sharing

HOME LEARNING - Advice for Families

The transition to home learning is a big change for your child. The resources and guidelines below can help you work with your child's school to make home learning a positive experience.

1. Establish a schedule.
During a big transition, children need consistency. Keep normal meal and bed times, and start learning when school typically starts each day.

➔ Write your child's schedule where they can see it
   (Tip: Put all family members' schedules up together!)

➔ Here is a list of learning activities you can do at home

2. Create a designated learning space.
Organize learning materials and designate a common area for learning. Ideally, the space has a strong wireless connection, can be blocked from noise at times, and is located where family members can participate in your child's learning.

➔ Check out this example

3. Begin and end each day with a check in.
Designate time to check in with your child to help your child feel more secure and support them to process the situation.

➔ Questions to ask: What are you learning today? What materials do you need? What did you enjoy learning today? What was challenging?

4. Schedule physical activity and social interaction.
Physical and social activity are essential to your child's wellbeing. Scheduling time for movement, social interaction, and play helps your child have a positive experience at home.

➔ Ideas: Create a family dance, act out a scene from a book, interview a family member, play your favorite game, cook or bake your family's favorite recipe

5. Support your child's emotional needs.
In stressful times, children need supportive and stable relationships with trusted adults. Stay close with your child and provide age-appropriate information.

➔ Kid-friendly comic about COVID-19

6. Monitor communications from your child's teacher and school.
Make sure you know how and when you will receive communications.