



Northside Christian College

Transforming Lives Through Christ and
the Wonder of Learning



Northside Christian College Remote Learning Guide

Information for Parents



- Students are expected to set aside regular, focussed study time and submit work as usual. Submission of tasks is equivalent to attendance
- Please ensure that the children in your care are using their device in a “public” area of your home. Bedrooms and bathrooms are inappropriate
- Please ensure that your child is dressed in appropriate day wear when using their device. Please check that you have internet filtering, parent controls and privacy settings in place on the device that your child is using
- Students are not expected to work if they are unwell. Please email attendance@ncc.vic.edu.au to let the College know if your child will not be studying due to illness.
- Online learning can be challenging for students for a variety of reasons. These are some things to take into consideration:
 - Student’s ability to learn and work independently
 - Self motivation will vary according to your child’s age and maturity
 - The home environment may be more distracting for some students, especially with siblings in view
 - Contact with peers during remote learning can distract from productive work habits. Be aware that not all conversation is collaboration
 - The amount of parent and teacher support will be limited
 - Students can expect remote learning to be different from face-to-face learning in a classroom with “live” discussion
 - It will take a different amount of time for students to complete online learning - this may be longer or shorter, depending upon the task
- Please check in with your child to see how they are going with their online learning
- Please check your email regularly so that you are receiving work for your children and other communication from teachers
- Please check SEQTA regularly for additional information
- Lesson content is to be used for educational purposes only. College Policies regarding ICT and online safety remain applicable during this time of remote learning

If you require information from the e-safety commission, please visit:

www.esafety.gov.au/about-us/blog/covid-19-keeping-schools-and-learning-safe-online

Copyright

- To remain compliant with copyright laws, we ask that you do not share any videos that we provide.

Privacy

- Please keep in mind that privacy applies to all Northside Christian College students and teachers. Please do not share Remote Learning content on Social Media platforms or by email. Our College Community are also reminded to be aware of intellectual property laws.



Online Protocols

Policies

Everyone within the Northside Christian College school community is expected to abide by the College's policies. Policies are created to assist in creating a learning environment in which students can experience success in a safe and caring environment that supports their wellbeing and achievement. While students are completing Remote Learning it is important to remain aware of a range of College policies including the policies listed below. A range of College policies are published on the College website.

- Academic Integrity and Plagiarism Policy
- Behaviour Management Policy
- Child Safe Policy
- ICT and Internet Acceptable Use Policy
- Student Anti-Harassment and Bullying Policy

Staff at the College will continue to implement a range of pastoral care policies including the following:

- Gifted and Talented Education Policy
- Inclusive Education Policy
- Pastoral Care Policy
- Reportable Conduct Policy
- Social Media Policy
- Staff Contact with Students Policy
- Working with Children Policy

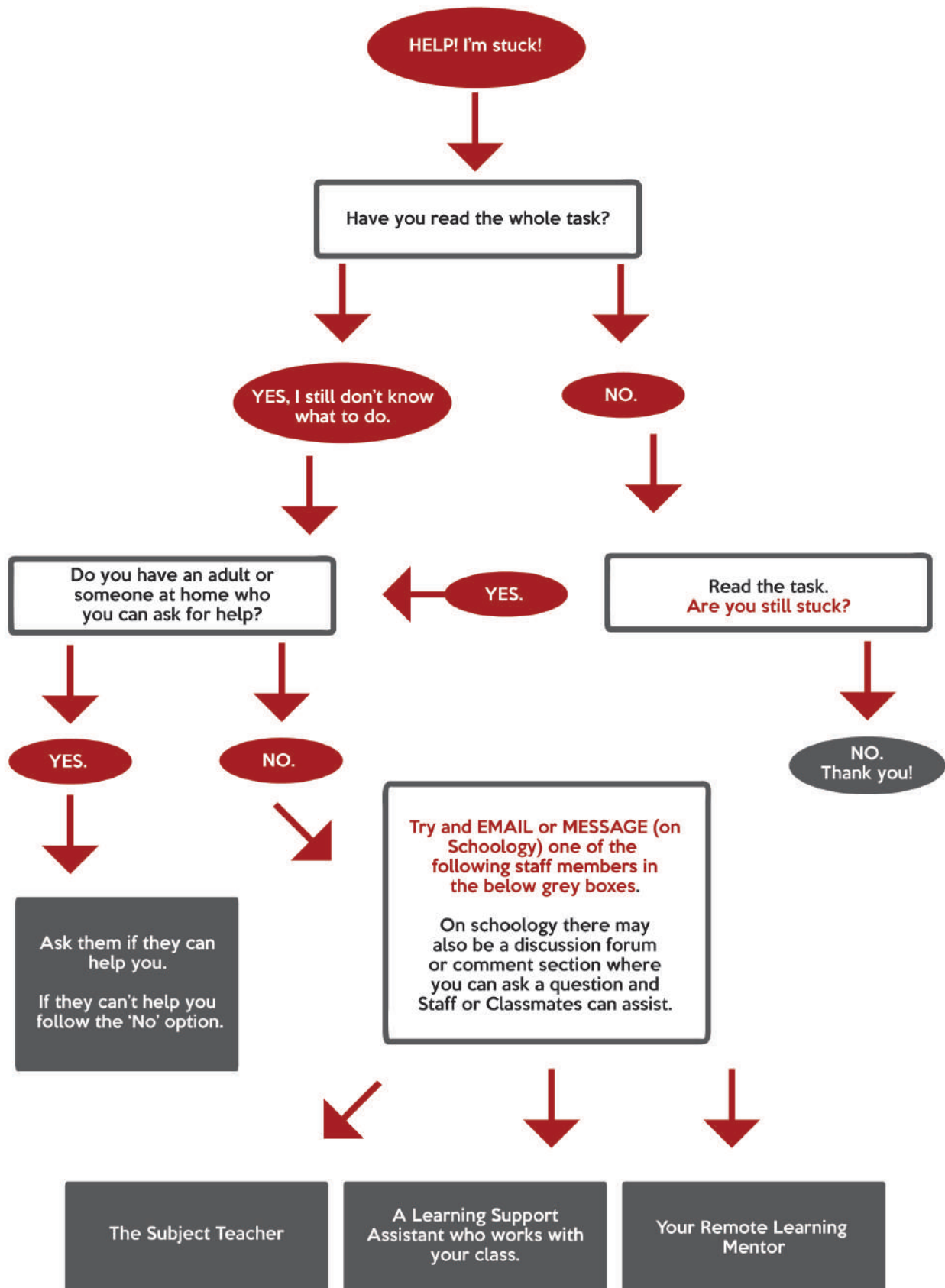
These Protocols apply to all students.

- ☐ Use your laptop or desktop computer to access school work, not your phone.
- ☐ Dress in appropriate day wear. This will help you to get in the right mindset to complete work
- ☐ Use your computer in a "public space" at home
- ☐ Set up a work space at home with everything you need in easy reach. Make this a space with limited distractions and noise
- ☐ Follow the teacher's instructions when you're doing online work. If you need help, ask your parents or contact your teacher by email
- ☐ Submit the work that you are asked to do. This is how teachers are keeping a record of your attendance at school

Staff Availability

Staff will attempt to respond to student and parent emails during normal business hours. Staff will aim to respond to correspondence within 24 hours.

Remote Learning: What to do when you need help.



NOTE: If you don't have a particular Staff Member's email. Contact your Class Teacher or the School Office.



Wellbeing at Home

1. CONNECTION is really important in building and maintaining a sense of community and support, especially when things are tough. We all need to feel close to others and to be valued by them. Try to keep relationships active despite physical distance. Think creatively how you might do this.

- Zoom or FaceTime
- Write a letter / text / email / create a card
- Phone a friend
- Play a game as a family
- Create a "theme" meal each week, with everyone contributing in a small way (place cards, special foods, menus, dress up)
- Family worship time (maybe join another family some days)

2. LEARNING is taking a different form in the short term, yet ongoing learning is important as it improves self-esteem, helps us to adapt to change and helps us to find the meaning in our lives. Being open to some new ideas and new ways of doing things can be overwhelming and unsettling. Through communication, though, early detection and support will help a child's or parent's anxiety to reduce. Asking the following questions can help you to check in with how your kids are experiencing this type of learning:

- What's one new idea you had today?
- What's one way you sharpened a skill today?
- How well did you face a new experience today?
- What was one thing that made it easy/difficult in your learning?
- Did you ask for help or check in with someone?

3. Being ACTIVE will be important in helping to break up the day, to shift mood, and to decrease stress and anxiety. These are unusual and prescriptive times at the moment. Your children are used to plenty of movement throughout their day at school. All your children will probably enjoy different forms of activity too. This is important for ALL ages.

- Play with a dog in the back yard
- Walk around the block or yard collecting things

- Exercise with a game on TV e.g. Just Dance or tennis
- Set up an inhouse circuit
- Garden

4. GIVING is about creating a spirit of generosity and support for others, while at the same time developing our sense of purpose and self-worth.

- Start and end the day with gratefulness. Write down a list of things you are thankful for!
- Highlight ways that the family can work together and contribute to a happy and safe place
- "Pay it forward" with a neighbour or someone else who may feel isolated at the moment
- Give a compliment, thank someone
- Help a friend in their learning or work cooperatively with a sibling

5. Being able to NOTICE and to live in the present moment may prove to be difficult due to overthinking all the unpredictable and fast-changing events around us. But being able to think about "right now" increases our awareness of how we are feeling, connects us to the positive things that are occurring, and reconnects us to the little things that are bringing happiness and satisfaction.

- Listen to and enjoy music
- Sit in the back yard and find things that activate all 5 senses
- Create tech-free times
- Focus on one task at a time
- Look for things of beauty
- Self body scan for any tension or tight muscles
- Count your blessings and let yourself be OK even though things are different



Primary Routines

Online Delivery

Northside Christian College will be delivering remote learning to students via Schoology for Years 5 to I2 and by email to parents for students in Prep - Year 4. Year 3/4 will also have weekly content and tasks posted on the Google site. It is important that all students actively engage and continue their learning during this time.

This booklet contains information to help both yourself and your children while we deliver education online.

At Northside we understand the importance of routine in student learning and encourage families to keep the schedule and times suggested. We also understand that in some households this Daily Schedule is not practicable. If this is the case for you, please modify the schedule to meet the needs of your family. If you are requiring significant modification please make contact with your child/ren's classroom teacher to discuss alternative arrangements.

LIME time around.

Primary School Daily Schedule

8:50 - 9:00	Devotions
9:00 - 10:00	English
10:00 - 10:30	Break Time
10:30 - 11:30	Mathematics
11:30 - 12:00	Lunch Break - Daily Physical Activity Challenge provide by the PE Department
12:00 - 12:30	Specialist^
12:30 - 1:30	LIME time*

^Specialist time refers to Health, Physical Education, Science, Music, Mandarin and Art.

*LIME Time refers to Library, Inquiry Based Learning, Maths Online and English Online.

For families where multiple children require a device for LIME time, feel free to swap the lunch break and LIME time around.

Guidelines for work submission:

- ☐ Submission of student work counts towards their attendance
- ☐ Work can be submitted at the end of each session or all at once when the student/s have completed their work
- ☐ Work to be submitted by emailing a photo of the completed work to the teacher or an alternative specified by the teacher
- ☐ Staff will provide feedback on one piece of submitted work per day. Teachers will aim to provide feedback within 24 hours of the submission of work
- ☐ Teaching staff will be available during class times for students/parent questions. Please be mindful that they may not be able to get back to every inquiry within the lesson time
- ☐ If your child is unable to 'attend' remote learning or complete work due to personal or household illness, please contact the classroom teacher by midday
- ☐ Hometgroup teachers will be available once per day for a Zoom meeting to support student learning and allow for students to connect virtually.

Prep to Year 2 Overview

- ☐ The continuation of current programs and practices is essential
- ☐ Weekly content and tasks sent to families via SEQTA Direct Messages/Email
- ☐ Day plans will be published to families at 4:00pm the day prior, allowing parent preparation time
- ☐ Tasks based on the current programs used by the College and referenced to the Australian Curriculum
- ☐ Learning Intention published for each session of the day (some team teaching will take place)
- ☐ Each day to be split into four sessions - Mathematics, English, LIME time and Specialist
- ☐ Each session runs based on the 5 E's model (or similar)
- ☐ Where possible, teachers will provide videos to support student learning
- ☐ Each session should include a submittable task that demonstrates the student's understanding. (This could be submitted by emailing a photo of the completed workbook page, answering a question online, etc.) Submission of this task will count as student attendance
- ☐ Staff will continue with College's Continuous Online Reporting
- ☐ Teachers provide feedback via Parent Email
- ☐ Student workload will be reduced to allow for students working more independently (3.5 hours maximum)
- ☐ Weekly direct check-in/chat with families via phone where possible
- ☐ Record of attendance (completion of work) required and direct family follow up with students not completing assigned work
- ☐ Homeroom teachers to provide at least one session per day of live teaching using the ZOOM platform. Zoom session will be clearly identified on the daily plan sent to families.

Year 3 - 6 Overview

- ☐ The continuation of current programs and practices is essential
- ☐ Weekly content and tasks posted on Google site (3/4) and Schoology (5/6)
- ☐ Day plans will be published to families at 4:00pm the day prior, allowing parent preparation time
- ☐ Tasks based on the current programs used in the Primary School and referenced to the Australian Curriculum
- ☐ Learning Intentions published for each session of the day (some team teaching will take place)
- ☐ Each day to be split into four sessions - Mathematics, English, LIME time and Specialist
- ☐ Each session runs based on the 5 E's model (or similar)
- ☐ Flipped videos to be included where possible to support student learning
- ☐ Each session should include a submittable task that demonstrates the student's understanding. (This could be submitted by emailing a photo of the completed workbook page, answering a question online, etc.) Submission of this task will count as student attendance
- ☐ Staff will continue to provide feedback via the College's Continuous Online Reporting Program and emails to students with parents CC'd
- ☐ Student workload will be reduced to allow for students working more independently (3.5 hours maximum)
- ☐ Weekly direct check-in/chat with families via phone where possible
- ☐ Record of attendance (completion of work) required and direct family follow up with students not completing assigned work
- ☐ Homeroom teachers to provide at least one session per day of live teaching using the ZOOM platform. Zoom session will be clearly identified on the daily plan sent to families.



Secondary Routines

The overview below outlines the College's approach to delivering remote learning to students. A wide range of learning activities with instructions will be available for students for each of their subjects. There will be tasks assigned across all subject areas each week. The primary communication tool between teachers and students will continue to be Schoology. Students are encouraged to be proactive in communicating with teachers when they have questions or if assignments are unclear. Parents are welcome to communicate with teachers through email or SEQTA Engage.

Year 7 - 10 Overview

- ☐ Weekly content and tasks posted on Schoology
- ☐ Tasks referenced to the Australian Curriculum
- ☐ Learning Intention and Success Criteria published for each learning / assessment task (some team teaching will take place)
- ☐ Flipped videos included where possible to support student learning
- ☐ Each task on Schoology will have supporting resources
- ☐ Student workload will be reduced to allow for students working more independently
- ☐ Staff will continue to provide feedback via the College's Continuous Online Reporting Program
- ☐ Weekly direct check-in/chat with families via phone where possible by the Home Group teacher
- ☐ Non-submission of work followed up by subject teachers and Directors of Learning

Study Tips

Make a Plan

In Years 7 - 10, content and learning tasks will be published on Schoology each week. The student workload will be reduced to allow for students working more independently. Students are encouraged to develop a plan to ensure that they stay up to date with their work.

Creating a physical space for Remote Learning

Your child may have a regular place for doing homework under normal circumstances, but this space may or may not be suitable for an extended period of time, as will be the case if Remote Learning is implemented over an extended period of time. We encourage families to establish a space/location where their children will learn most of the time. This should be a public/family space, not in a child's bedroom. It should be a place that can be quiet at times and have a strong wireless internet signal, if possible. Above all, it should be a space where parents are present and monitoring their children's learning when feasible.

Sample Year 7-10 Schedule

We know that many Middle School and Senior School students will be helping to watch younger siblings while their parents work from home. This is absolutely no problem and we completely understand and will support you as we navigate this together. Developing your own schedule is a good way to attempt to complete all of your work. The College is aiming to be flexible and understanding of all families in this situation. Students are encouraged to develop a plan/schedule guided by the content available on Schoology. The time allocations below are a guide. Feel free to develop a plan that best suits your approach to learning and lifestyle. If you have any questions about your individual situation, please talk to your child's teacher or Director of Learning. Below is a sample plan that may support you.

8:00 Breakfast and check-in with your student(s). Have a conversation with them about how they are feeling. Talk to them about this new schedule and learning environment.

8:45 Have your student find a comfortable space with their learning materials (computer device, notebook, writing utensils, etc). Consider reading a daily devotional together.

9:00-9:45 Your student should log into their Schoology account. Have them begin their work with one subject, such as English. They may have questions while completing their learning and are encouraged to speak with you about them and/or reach out to their classroom teacher. Teachers are available by email and Schoology messaging.

9:45-10:30 Your student could move onto another subject such as Mathematics. Again, encourage them to talk things through with you and/or their classroom teacher.

10:30-10:45 Break. Grab a snack. Move around.

10:45-11:00 Possible activities include quiet reading time, work on a craft project, collaborate with a classmate, participate in a physical activity.

11:00-11:45 Students are welcome to continue studying a subject that they began earlier in the day, or commence work on another subject, e.g. Science. Once again, students are reminded that this is intended as a flexible guide only.

11:45-12:30 Students are encouraged to focus on their fourth subject, such as History or Geography.

12:30-1:30 Lunch. If possible, get fresh air.

1:30-1:45 Stretch break. Relax. Be creative.

1:45-2:45 Students may want to consider working on their fifth subject, such as an elective course or Health.

2:45-3:00 Complete any remaining coursework or assignments. Make sure assignments are completed and submitted on Schoology - following teachers' directions. Check Schoology and attempt to make a plan for the next day.



VCE/VCAL Routines

VCE Remote Learning

VCE students will be assigned online lessons in lieu of face-to-face lessons. Learning resources and tasks will be available on Schoology. Students are reminded to refer back to the Student Course Outline documents posted on Schoology to ensure that they remain up to date with their study. The VCAA have highlighted the immediate focus is to ensure continuity of learning for all VCE students.

VCAL Remote Learning

The VCAA have highlighted that the immediate focus is to ensure students' health and wellbeing, and then their continuity of learning. There are a number of ways in which the College can make alternative arrangements to assist students with their learning and enable them to demonstrate achievement of VCAL unit learning outcomes and be engaged in learning and assessment activities. These include but are not limited to:

- the use of Schoology to share learning and teaching materials
- the use of Schoology and other online tools to work remotely with students to support their learning
- asking students to log the hours spent on the various curriculum areas to support future assessment decisions
- re-ordering of the learning program for studies with a practical component, including team work components and project-based tasks. This may mean focusing on individual work initially and then working in teams later in the year
- working with teams through online or virtual platforms.

VCE / VCAL Overview

- ☐ Regular learning tasks and content will be posted on Schoology
- ☐ Tasks referenced to appropriate Study Design
- ☐ Staff and students will continue to work towards staying up to date with the plan in the Student Course Outline document
- ☐ Learning Intention and Success Criteria published for each task
- ☐ Flipped videos included where possible to support student learning
- ☐ Digital content may also be delivered / supported through resources such as Edrolo
- ☐ Each task on Schoology will have supporting resources
- ☐ An appropriate amount of work will be assigned to ensure continuity of learning
- ☐ Staff will continue to provide feedback via the College's Continuous Online Reporting Program
- ☐ Weekly direct check-in/chat with families via phone where possible by the Home Group teacher
- ☐ Non-submission of work followed up by subject teachers and Directors of Learning

Remote Learning

Tips for staying organised

YEAR II - I2

The Senior School years at Northside Christian College require more advanced independent learning skills to maximise student learning and achievement. These skills are essential for engaging with remote learning opportunities.



STAY UP-TO-DATE AND PLAN AHEAD

MANAGING PRIVATE STUDY LESSONS

Like a freelance worker, you are invited to self-manage your learning during this time. Consider tasks that will help you consolidate your learning:

- ~ Read your English novel
- ~ Revise your notes
- ~ Refer back to your Study Design
- ~ Use Edrolo as a revision tool
- ~ Check Schoology for overdue work
- ~ Prepare for upcoming SACs
- ~ Commence revising for exams



SLEEP, EXERCISE, STAY HYDRATED AND FUELLED!

Implement healthy habits that will support you with your learning and wellbeing. Sleep after learning stabilises and integrates memories for long-term storage, while sleep prior to learning prepares the brain to encode new information. Adolescents are recommended to sleep 8 - 10 hours per night.

HOW SHOULD I SET UP MY SPACE?

Connection: your device is charged and connected to power and WIFI

Health: a water bottle nearby (just make sure to keep the lid on for safety!)

Comfort: find a comfortable chair, a stack of books to prop your device at eye height. This is called 'ergonomics' and you need to consider your comfort if you are working with a device.

Tools: Have everything you need close by such as post it notes, pens, a note pad and other resources.

Your recommended daily schedule should resemble this:

8:45am - 8:55am / Check Schoology
8:55am - 9:45am / Period 1
9:55am - 10:45am / Period 2
10:45am - 11:05am / Recess - take a break!
11:05am - 11:55am / Period 3
11:55am - 12:45pm / Period 4
12:45pm - 1:30pm / Lunch - Device free!
1:30pm - 2:20pm / Period 5
2:20pm - 3:10pm / Period 6
3:25pm - 3:30pm / Check Schoology and email

VCE Online Lessons

Every online lesson has the following elements:

- A clearly articulated **Learning Intention** for the lesson.
- A way to measure whether this Learning Intention has been met (Success Criteria), therefore every lesson will have a **Submission** closely connected to the learning intention.
- **Content** delivery which moves the learning forward. The content can be **Knowledge** focussed or the development of an essential **Skill** or a combination of these two.
- At least one **Task** where students are required to apply, unpack, interpret, evaluate or apply the new content and/or practice the new skill.
- A clear link to the **Study Design** for VCE classes.



Key Contacts

Reception for General Enquiries

03 9467 2499

ncc@ncc.vic.edu.au

If your student is unwell and unable to complete the assigned learning tasks, please email:

attendance@ncc.vic.edu.au

Director of Primary School Learning

Mr Chris Simmons

csimmons@ncc.vic.edu.au

Director of Middle School Learning

Ms Jo Westland

jwestland@ncc.vic.edu.au

Director of Senior School Learning

Ms Lenna Waters

lwaters@ncc.vic.edu.au

Deputy Principal / Head of Secondary and Secondary Learning Support Co-ordinator

Mr Michael Bond

mbond@ncc.vic.edu.au

Director of Teaching & Learning

Mrs Angela Eynaud

aeynaud@ncc.vic.edu.au

INSPIRE Coordinator

Mrs Amy Horneman

ahorneman@ncc.vic.edu.au

Head of Student Wellbeing

Ms Fiona Dumitrache

wellbeing@ncc.vic.edu.au

College Chaplain

Mr Jared Stocks

chaplain@ncc.vic.edu.au

Upper Primary Co-ordinator and Primary Learning Support Co-ordinator

Ms Serene Eng

seng@ncc.vic.edu.au

Lower Primary Co-ordinator

Ms Olivia Natoli

onatoli@ncc.vic.edu.au

eLearning Co-ordinator

Mr Chris Gatt

cgatt@ncc.vic.edu.au

IT Manager

Mr Alister Smith

asmith@ncc.vic.edu.au

For any fee concerns, please contact the Finance Office:

03 9467 2499

accounts@ncc.vic.edu.au



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Remote Learning Guide

Updated: May 2020

This document includes a wide range of information and resources that may be of assistance to Northside Christian College students and families while the College is teaching remotely.

Digital copies available at www.ncc.vic.edu.au