

14 April 2020

## Remote and On-Site Learning Arrangements for Term 2

*Assalamu Alaikum Wa Rahmatullahi Wa Barakatuhu,*

Dear Parents and Guardians,

We hope that you and your family have found some restful time together during the last two weeks. It has been quite a different holiday than we all expected. Our world will change after such an unstable and uncertain time and we pray that the outcome may be better as a result of these challenges, inshallah.

As you will be aware, the Victorian State Government has announced that for the whole of Term 2, schools in Victoria will provide **remote learning programs**. Students who can learn from home will be supervised by parents or caregivers at home and students who cannot stay at home are allowed to attend schools on-site.

This communication is to provide parents/guardians with **detailed information** about how our remote learning programs and on-site supervision will operate throughout Term 2, 2020.

### **On-Site Supervision:**

- Parents who have informed the College that they will be sending their child to school in Term 2, are advised that **children will be supervised whilst undertaking the Remote Learning program** which has been designed by our school. As such, your child will be undertaking the **same program** as those children learning at home.
- In addition, we advise that your child's teacher will not necessarily be supervising your child on-site, but will continue to support your child through the Remote Learning program.
- At school, students will be allocated to designated classrooms, they will be provided a device to work from and they will be seated according to a set seating plan to ensure social distancing is implemented.
- Supervised remote learning will take place between **9:00 a.m. – 3:00 p.m.** Thus, on-site students should be dropped and collected between the hours of **8:45 a.m. – 3:30 p.m.**
- On arrival, parents/guardians are to **drop** their children at the **entry to Front Reception** and ensure that their children enter the building. **Parents should not enter** the building in order to reduce the numbers of people congregating, in line with mandated social distancing requirements. If you have a matter to attend to at the front office counter, you are required to maintain 1.5 metres distance from all other persons.
- Students' **temperature** will be taken on arrival and they will be sent immediately home if they have any **flu-like symptoms**.

- Students will be asked to **sanitise** their hands on **arrival** and to wash their hands regularly throughout the day.
- Students must wear full school uniform while attending on-site.
- Students can bring a packed recess and lunch or they can pre-order and purchase their recess and lunch from the canteen.

### **Remote Learning:**

We have conducted extensive research and consultation and we have responded to the feedback of our parents and students in relation to remote learning. Three key issues have emerged:

1. **Schools across Australia are in the trial phase** of providing remote learning programs to students and it will take time for these systems to be fully established and to be problem free. Thus, we ask parents and students to remain **patient** as we roll out our remote learning programs and to provide us **your valuable feedback** as we adapt to meet your child's learning needs;
2. Schools across Australia are offering **a variety of distance learning programs** ranging from timetabled live lessons to flexible asynchronous content delivery that students can complete at their own pace;
3. Feedback from our College community has indicated that **students struggle to learn independently and need live and interactive lessons**. We have responded to your feedback and we are currently in the process of setting up a system using **Microsoft Teams** to deliver live and interactive lessons to our students. **Please check your emails regularly for further instructions on this over the coming two weeks.**

### **General**

- The College will remain open for the whole of Term 2 and will operate with a skeleton staff including the Executive and Leadership Teams, as well as some teaching and support staff.
- Parents/guardians are requested to **avoid coming on campus** and to make contact with the College via **email** or **phone**;
- The **working hours for teachers**, whether they are delivering their remote learning programs from home or on-site at school, are **8:15 a.m. – 4:00 p.m.** This means that parents and students can get in touch with their teachers between these times. Parents and students can send teachers emails, SEQTA messages or email teachers to request a phone call back when needed;
- Teachers will set **clear and explicit expectations** with their students about how they should engage in their learning whilst online.

### **Timetabling**

- During **Weeks 1 & 2**, parents and students will receive instructions and resources via email from their teachers, while our live teaching and learning systems are being set up and tested. Teachers will be available via email, SEQTA and telephone (i.e. email to request a call back) during the hours **8:15 a.m. – 4:00 p.m.**;
- Our intention is for students to engage in virtual learning from the **beginning of Week 3** following their **standard timetable**. This means that when teachers structure interactive

sessions using Microsoft Teams, those sessions will **occur during the times allocated to that subject in the current timetable**;

- Not every session will necessarily involve live video streaming of the lesson, but **every lesson** should have some form of **interactive teaching and learning** (e.g. live chat);
- Instructions and tasks may be emailed by teachers at the beginning of each week, however, the content will be explicitly taught during each of the timetabled lessons. **Students and parents will both be emailed the instructions and tasks for Years F-12 to ensure parents are kept in the communication loop**. Please ensure your email address(es) is up-to-date.
- The direct teaching component of every lesson may last 5-15 minutes or longer depending on the subject. During the remainder of the lesson, students should complete the work set by the teacher for that subject. **Teachers will remain active and available online** for students/parents to ask questions via the chat function in Microsoft Teams for the **full duration** of the lesson and will also respond to questions received later via email;
- Once our live and interactive teaching commences on **Monday 27<sup>th</sup> April 2020**, teachers will be required to **take student attendance in every lesson**. Teachers will **email parents** and make a SEQTA note when students do not attend the scheduled online lessons. If parents/guardians do not respond and the situation does not improve, these **cases will be referred to the Head of Sub-school** for further follow up;
- Teachers are also **required to track student completion and submission of work**. The participation trackers will be reviewed weekly by the Head of Sub-school.

### Communication

- Outside of the live/interactive lessons, teachers are expected to **communicate** with students and their families via **email, SEQTA** and when required, by **telephone**;
- Teachers are expected to provide **timely** and **constructive feedback** on all submitted work.

### VCE Students

VCE students will **still receive an ATAR** score, but there will be a number of **changes** to the academic timetable for VCE students:

- The **GAT** test will move from June to **October or November**
- **End of year exams** will be postponed until at least **December**
- School based assessment tasks will be reduced where possible to relieve some pressure on students as they move to remote and flexible learning arrangements
- **Universities** will be asked to **delay the start of the 2021 university year** to account for impacts of coronavirus on senior secondary students.

**VCE study scores** will continue to be a **combination of school-based assessment and external exams**.

### Student wellbeing

- Our school counselling services will still be available for students (during school hours). On-site counselling may be arranged on a rotational basis for students who attend on campus. Counsellors can touch base with referred students and their parents through email, Microsoft Teams or students/parents can email counsellors and **request a phone call back** (during school hours);

- The Wellbeing Team will also continue to initiate and run programs to support students' wellbeing throughout Term 2. The Wellbeing Team has been using our social media platforms since last term to reach out to all students and currently, a support program is being developed for our VCE students.
- Whilst students are learning from home, **parents and caregivers are responsible for ensuring** that children are given **adequate breaks** away from the computer, ideally **every 35 minutes** (i.e. the duration of an active teaching block). They are also responsible for ensuring that **proper supervision** is given to children while they are online to ensure they do not get **distracted by social media, games and the like** while they are meant to be learning. Furthermore, parents and caregivers are responsible for ensuring that children cannot and do not access inappropriate websites or engage in negative online behaviour such as cyber bullying.

### 50% Reduction in Term 2 Fees

- We are happy to report that the School Board has approved a 50% reduction in School Fees for Term 2 for all of our families due to the Coronavirus pandemic.

### WE CAN GET THROUGH THIS CRISIS

Although we are in unfamiliar territory and there will be some trial and error before we manage a smoother course, we are well placed with technology and talent to get through this. We have an excellent IT Team supporting our wonderful staff at Mt Hira College. Through their work ethic, our staff have demonstrated the desire to make this work for your children. Please be assured of our focus to support you and your family at this difficult time.

If any urgent issues or concerns arise relating to our remote learning programs that you would like to report or seek clarity on, please contact:

#### Vice Principal (Curriculum) - Mr Sefik Sahingoz

Email: [ssahingoz@mthira.vic.edu.au](mailto:ssahingoz@mthira.vic.edu.au)

OR

#### Vice Principal (Administration) - Dr Toni Pikos-Sallie

Email: [toni.pikos-sallie@mthira.vic.edu.au](mailto:toni.pikos-sallie@mthira.vic.edu.au)

OR

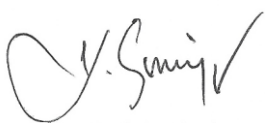
#### Principal - Mr Kadir Emniyet

Email: [kemniyet@mthira.vic.edu.au](mailto:kemniyet@mthira.vic.edu.au)

Remember, we are all in this together, this is a major learning curve and challenge for us all, so please reach out if you have any questions or need any assistance.

May Allah protect our children, our parents, our teachers and our Mt Hira College community, Ameen.

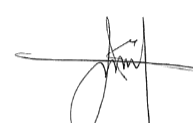
Kindest regards,



Mr Kadir Emniyet  
Principal



Dr Toni Pikos-Sallie  
Vice Principal, Administration



Mr Sefik Sahingoz  
Vice Principal, Curriculum