



Remote Learning with Mount Erin College

As a result of COVID-19, Mount Erin College will periodically undertake Remote Learning. Whilst the College will be open for students of essential workers and at-risk students, all students will be undertaking their learning program remotely.

Structure of Remote Learning at MEC

It is important that we acknowledge that the pace of learning in a Remote Learning Environment is expected to slow, and teachers are advised to not aim to get through the same amount of content that they would be if they were teaching face to face.

Students and staff will follow the standard timetable of classes each day. During Remote Learning at Mount Erin, teachers will continue with the existing practice of putting lesson plans for each lesson onto Compass for their students. These lesson plans follow a specific structure and will include the details of the learning activities taking place in the lesson. Learning activities will be modified from the Face to Face version to accommodate the independent and online nature of the delivery. Activities should be clearly explained, straight forward for students to complete from home and be able to be completed in a timely manner.

Students will be able to access assistance from their teachers during their regular timetabled class time. This will allow our teachers to focus on one class at a time and most effectively support students. Students and teachers have access to their Mount Erin email. This can be accessed via the **student intranet page** and should be the initial point of contact if your child needs to communicate with their teachers.

In addition to communicating through Compass and email, teachers will provide online video conferencing during this period of Remote Learning. These sessions will be delivered using Google Meets and there will be a minimum expectation that there will be a minimum of ONE session delivered through **Google Meets** per subject.

Student “Attendance”

Students will need to be able to access a Google Form each morning by 11am to register their “attendance” for the day. This information will be published by every Home Group teacher each morning. Student attendance will be recorded by MEC Attendance Officers on Compass daily.

Assessment

During a “snap-lockdown” situation (less than one week of school days) all formal assessments will be postponed. If the period of Remote Learning is extended beyond one week of school, arrangements will be made for assessment tasks and assessment processes to be adapted to suit the Remote Learning needs in alignment with the **MEC Remote Learning Assessment Policy**.

Expectations of Students

It is an expectation that students follow their regular timetable when they are at home, participating in the learning for each class at the same time as they would if they were at school. During Remote Learning students will be instructed and are expected to submit specific learning tasks to their teachers through Compass. Students are expected to join the Google Meets and follow the **MEC Student Remote Learning Guidelines**.

Expectations of Teachers

It is an expectation that teachers follow their regular timetable when they are at home, and be available for duty during the standard hours of work as they would if they were at school. Teachers have the responsibility to respond to student and parent communication in a timely manner. Staff are NOT required to work outside of the prescribed hours, however if working from home circumstances prevent responsibilities from being met, teachers may choose to work outside of the prescribed hours of duty.

Staff are required to contact the Daily Organiser using the standard processes to inform of any absences. The Daily Organiser will edit teacher's daily lesson plans to indicate to students and parents of staff absence.

Student / Parent / College Communication

All staff are encouraged to maintain a professional level of communication with the greater College community. The preferred method of communication is email (username@mounterin). The only staff members that are authorised to contact families over the phone are:

- The Principal Team,
- Sub School Leaders,
- Year Level Leaders,
- Assistant Year Level Leaders
- IT Team,
- Careers Team.

If classroom teachers have concerns that need to be addressed by phone and email communication has already been used, they should engage the relevant staff members listed above.

All information relating to COVID-19 and Remote Learning will be available on the MEC Website as well as published on Compass.

Online Video Conferencing using Google Meets

There will be compulsory Google Meets sessions for all classes that students must attend.

- All Year 10, 11 and 12 subjects as well as Year 7-9 Maths and English will have **2 Google Meet sessions per week** – 1 at the beginning of the week to introduce and explain the work for the week, and 1 at the end of the week to go through the answers and responses and provide feedback to students.
- All other subjects will have **1 Google Meet session per week**.

Teachers should keep a paper roll for these sessions so they can follow up with students if they are not engaging in the learning program. Google Meets will NOT be recorded at this stage. Please refer to the **MEC Student Google Guide** for further information and the **MEC Student Remote Learning Guidelines** for the protocols of using the Google Suite.

Please consider points such as appropriate attire, suitable background, lighting and background noise when engaging in video conferencing.

Home Group

All Home Group teachers will make contact via email at the beginning of each school day, ideally during or before the timetabled Home Group session. This is an opportunity for students to engage with their significant teacher and classmates or ask for assistance. Home Group teachers will also publish the Daily Attendance link and remind students to register their "attendance".

Meetings

During Remote Learning, all staff meetings will be held via Google Meets. The meeting schedule will be reviewed where necessary to accommodate specific needs. Whole-school staff briefing will continue at the normal time of 8.10am Tuesday morning.

In addition to this it is an expectation that teaching teams make time to meet regularly each week with the support of the Learning Area Leader to plan and deliver the remote learning program in a consistent and collaborative manner.

During Remote Learning, onsite parent meetings will not be held. In particular circumstances, only authorised staff (those listed above for phone contact) may hold a video conference meeting with parents.

IT support

The MEC IT Team has set up an email address to receive and respond to technical difficulties. If students or staff require IT support during Remote Learning, they can email it.technician@mounterin.vic.edu.au during regular school hours. If an issue cannot be resolved via email they will ask for your phone number and call you directly.

The College is limited in the number of devices that can be available to students without their own BYOD. We will endeavor where possible to assist all families to meet their digital needs.

VET

VET subjects conducted by MEC will follow the Remote Learning guidelines as outlined above. Externally conducted VET subjects will run at the discretion of the provider. Students and Parents/Carers should be vigilant at checking their emails and Compass newsfeeds for updates.

Access to the College Site

As per Department restrictions, there will be very few staff onsite as they are expected to be working from home. Staff need to seek approval from the Principal to access the College during lockdown periods.

The College community should be aware that the preferred contact is by email to the direct staff. The College phone number will be available only between 9am and 3pm by Administration Staff who are also working remotely. These staff only have the ability to take messages and communicate to staff via email as they are unable to transfer phone calls.

As per the five reasons stated by the Victorian Government, access to the College for collection of materials is restricted. Please make contact via the College email if there are extenuating circumstances and we will aim to accommodate requests.

Student Wellbeing

Wellbeing support will continue to be available for our students, however in a modified format. The College has designed a Wellbeing Resource page (which can be accessed through Compass and our College Website)

One on one counselling sessions will not occur during Remote Learning. Students who are currently receiving wellbeing support from our school-based wellbeing team will receive email check-ins from a designated Wellbeing Team member and be supported to link with external agencies remotely. MEC will provide a Breakfast Club and Lunchtime Group Google Meet opportunity for students. Information about this will be available on Compass and our College Website.

Students funded under the Program for Students with Disabilities (PSD) will continue to receive support with their learning. All PSD students will be allocated an integration aide during the period of Remote Learning who will participate in classes and support the students with their individual learning needs.

Koorie and Out of Home Care students will also receive continued support. The coordinating teachers of these areas will make email contact with these individual students and their families/carers to ascertain required supports.

Staff Wellbeing

Staff are encouraged to support each other where possible and to ask for assistance from a member of the Leadership or Principal Class teams. The Principal Class team will conduct regular check-in phone calls to all staff during Remote Learning to provide support. In addition to this, staff are able to access the Employee Assistance Program (EAP) which is accessible 24/7 to all DET staff.

DEC

Our Deaf and Hard of Hearing students will continue to receive support from our Deaf Education Centre staff. Where possible and practical, the following actions are completed by DEC staff prior to lockdown:

- Check in with all DHH students to make sure they have enough HA batteries and all their tech at home.
- Encourage students and make it a positive experience
- Staff debrief and take home all the necessary equipment/tech

The DEC have established three Google Classrooms that all DEC students have access to. These are:

Deaf Education Centre which conducts morning check-ins between 8:25 - 8:30 each day where students are encouraged to attend to ask questions or just to pop in and say hello!

DEC Junior (Y7-9) & DEC Senior (Y10-12) will be staffed each period of the day starting 20 minutes after the beginning of the period. This is to encourage independence and give students time to do the following:

- Attend any scheduled Google Meet
- Read the Compass Lesson Plan
- Contact the classroom teacher with any questions regarding the lesson plan.

Times students can access the DEC support rooms are:

P1: 8:55am - 9:35am

P2: 9:55am - 10:35am

P3: 11:20am - 12:00pm

P4: 12:20pm - 1:00pm

P5: 2:05pm - 2:45pm

Additional information can be accessed in the **MEC DEC Remote Learning Procedures, Processes and Programs** document on the College Website.

Busses

College chartered busses will be cancelled during the remote learning period. The busses provided by Public Transport Victoria will continue to run.