



Rationale:

- The purpose of this policy is to provide guidance for staff, students and parents to ensure learning continuity for children and young people during the Coronavirus (COVID-19) pandemic.
- Tallygaroopna Primary School is committed to providing a safe learning and working environment for our students and staff. We ask for all members of the school community to follow this policy to enable us to provide the safest possible environment during this time.

Scope:

- This policy applies to everyone in the Tallygaroopna Primary School community.

Aims:

- To provide consistency in learning programs when on-site learning is restricted based on advice from the Department of Education and Training (DET) and the Victorian Chief Health Officer.
- To cater for all families and to ensure that the health and wellbeing of our staff, students and families is prioritised.

Implementation:

- Tallygaroopna Primary School continues to follow DET guidelines in regards to COVID-19. School closures are not a principal decision; it is a decision made following instruction and advice from the Victorian Chief Health Officer and DET. Schools will move to remote and flexible learning upon direction from DET.
- **Skool Loop and Class Dojo** will be the main source of official school communication during this time, in conjunction with the **school email address** and a school **mobile phone number**. The school may explore other platforms in the future.
- The daily time students will be engaged in teaching and learning activities will meet the daily minimum guidelines as instructed by DET for the lockdown period. This will include a combination of Webex lessons and set learning tasks which may be completed offline.

Current Guidelines – subject to change are:

For students in **Prep to Grade 2**, schools will provide learning programs that include the following as a minimum:

- literacy activities that take a total of about 45-60 minutes
- numeracy activities of about 30-45 minutes
- additional learning areas, play-based learning and physical activity of about 30-45 minutes.

For students in **Grades 3 to 6 and Years**, schools will provide learning programs that include the following, as a minimum:

- Literacy: 45-60 minutes
- Numeracy: 30-45 minutes
- Physical activities: 30 minutes

Additional curriculum areas: 90 minutes

Note: These are the daily minimum times that students need to be engaged in learning activities. This includes both online learning through the Webex platform and offline hardcopy tasks.

- Classroom teachers will use Webex to teach and communicate with their students. Some flexibility on the use of this will be available depending on the duration of a lockdown with COVID-19. A short time frame, may involve teaching and communication via Webex on a daily basis. A longer lockdown may involve teaching via Webex for less time during the week. This will be at the discretion of the principal and in consultation with all staff.
- Specific protocols will be set up in regard to the use of Webex (ie: Lobby – awaiting entrance to the Webex sessions).
 1. Students will enter Webex after being granted permission by their teacher. Initially, students will be placed in a lobby.
 2. Students are to use their first name only for privacy reasons when they enter Webex.
 3. The teacher has control of the Webex meeting and may utilise specific privileges as – muting students, sharing content, breakout rooms etc
- Students can request any support throughout the week by getting in touch with classroom teachers via Class Dojo. This may not be immediate because teachers may be assisting other students.
- Class activities and tasks will be based on current programs that are taking place in the classroom. These will be based on the 3 areas of Reading, Writing and Numeracy, with designated physical or play-based activity time. Other integrated and specialist curriculum areas will be made available as well and may be made available online if required because of travel restrictions. These may be sent out via Class Dojo and Skool Loop.
- Learning materials will be made available on a Sunday night at a time to be decided upon to assist families with general organisation with Remote & Flexible learning.
- If families are utilising online learning resources instead of the school's ones, they should communicate this with the school via email or phone.
- Student completed learning materials will need to be returned to school upon request so that attendance can be marked for specific time periods during Remote & Flexible learning.
- Current online learning resources and platforms which are utilised at school will be made available to all students. These may include such things as Mathletics, Reading Eggs, Essential Assessment and Epic, for example.
- Families will be able to borrow student netbooks to assist with Remote & Flexible learning at home. A borrowing agreement must be signed and families will be liable for any costs relating to any damage with these devices. Borrowed netbooks must be returned in a timely manner when normal onsite learning resumes.
- The principal will be responsible for organising onsite learning and consult with all staff in regard to this.
- Onsite supervision forms must be returned by the due date established by the school and any students attending school during Remote & Flexible learning must be in line with specific guidelines from DET.
- Staff meetings and professional learning will continue to occur with modifications in place.
- The teaching provided online should be explicit and will focus on the capabilities, skills and knowledge students require to meet the relevant Victorian curriculum achievement standards appropriate to their level of learning. This may be supplemented with learning tasks that can be achieved with support from parents and carers.

The Principal will:

- provide families with appropriate strategies to support academic, social and emotional learning and provide whole school updates regularly through Skool Loop
- inform the community about any relevant health and wellbeing updates from DET, DHHS or relevant cases of COVID-19 in the school community
- make individual contact with families as required, specifically vulnerable families
- be in regular communication with staff via phone, SMS and teleconferencing via Webex
- provide key contacts for families and staff with regards to health and wellbeing concerns
- be available for daily support and to read and respond to parent communication as required
- work to keep the school community as connected and engaged as possible
- continue to demonstrate our school values when faced with challenges
- undertake self-directed and online Professional Learning as directed or in line with own professional goals and interests.

Teaching staff will:

- provide daily learning programs along with specialist tasks to complete
- ensure learning is relevant and accessible for all families
- communicate regularly to the parents and students as needed
- communicate and collaborate with team members for curriculum planning, delivery and assessment
- connect individually with students and families as much as practicable
- check in regularly with school leadership regarding teaching and learning, health and wellbeing or to discuss issues or concerns
- identify students without internet access and communicate through other means (ie: Class Dojo)
- respond to parent and carers as promptly as possible during regular working hours
- undertake self-directed and online Professional Learning as directed by leadership or in line with own professional goals and interests
- work on their regular working days, ensuring learning tasks are posted in sufficient time for publication
- continue to demonstrate our school values when faced with challenges
- provide tasks that can be realistically achieved in the home environment
- encourage students and families to send through completed tasks daily on Class Dojo. This will enable staff to provide additional feedback beyond Webex sessions.
- provide feedback on tasks during Webex sessions
- offer support and extension to students in afternoon sessions of Webex
- specialist staff will provide a variety of Webex and online tasks for students to complete

Education and Welfare Support staff will:

- communicate and collaborate with team members
- will check in regularly with school leadership regarding teaching and learning, health and wellbeing or to discuss issues or concerns
- undertake self-directed and online Professional Learning as directed by leadership or in line with own professional goals and interests
- continue to demonstrate our school values when faced with challenges
- provide informal communication to families as requested by teachers
- assisting with student on-site supervision
- participating in daily Webex sessions with teachers and students – if offsite
- working with students in need (this may involve support or extension activities upon request) – if offsite
- performing school duties offsite – book covering, laminating

Administration staff will:

- monitor the school email address and ensure emails are passed on promptly to teachers during regular working hours
- take phone calls during regular school hours
- communicate with external providers regarding deliveries, school visitors, hirers and the wider community as required
- continue to be available for HR, OH&S, Finance and other administration support as much as practicable outside internal school infrastructure, e.g. reimbursements, payments, invoices etc.
- continue to demonstrate our school values when faced with challenges
- undertake self-directed and online Professional Learning as directed by leadership or in line with own professional goals and interests

Students will:

- complete tasks and work set by teachers in an appropriate way for their level of learning
- communicate any issues to parents or teachers as appropriate
- communicate with friends or peers where practicable
- continue to demonstrate our school values when faced with challenges

- find ways to creatively complete tasks (thinking outside the box) and, where practicable, sharing this with teachers and other students
- be encouraged to send through completed tasks on Class Dojo. This will enable staff to provide additional feedback beyond Webex sessions
- ask for support and extension as needed in afternoon sessions of Webex

Parents and carers will:

- support students to follow their learning program as directed by their classroom teacher and ensure appropriate supervision when they are learning from home and provide a learning space for students that supports their individual needs, e.g. specific desk or space at home to work
- reach out to the school if learning tasks are unable to be accessed
- provide overall and general task direction to students and modify as appropriate
- be working to balance the needs of their own work and family and may need to modify the set program
- communicate with teachers about learning as needed
- communicate concerns with learning to teachers or leaders as appropriate
- continue to demonstrate our school values when faced with challenges
- communicate with school leadership with high level individual health and wellbeing concerns
- follow up any uncompleted work and send through to class teachers via Class Dojo
- discuss with teachers any support and extension as needed

Evaluation:

- This policy will be reviewed annually as part of the school's three-year review cycle.
- This policy was endorsed by School Council on Tuesday 30th November 2021.