



Information for Parents/ Carers and Students

Term 2, 2020

Student Online Learning

St JOHN PAUL II COLLEGE is implementing our online Teaching and Learning programme according to the information outlined below.

Student Expectations

- Students will follow our original timetable (pre ILT) as this is the simplest for students to follow and for staff to manage in terms of supervision
- Student timetables can be accessed on the Student Portal on Sentral
- Students should be appropriately dressed and ready for class at 9:00am each weekday
- Classwork will include on-line discussion forums on Moodle or video conferencing.
- Monday and Friday PC time (11:05-11:20am) will be retained as PC time for video-conferencing in PC group meetings
- Wednesday Period 1, the full PC lesson, will be when staff make contact with their Mentor students via email.

Class Content and Delivery of Class Tasks

- All task information will be **delivered** using Moodle. Parents looking to support their children, will need to use student logins to access the information. Contact helpdesk@jpc.act.edu.au if you need your child's access reset to allow you access
- Tasks are grouped into lessons to reflect the time spent in the classroom at school each week. The details of the work involved including duration and what is to be submitted will be provided by the teacher running the class.

Online Expectations: Junior - Years 7-10

- At least **one face-to-face** interaction with classes via video conferencing each week
- Teachers will communicate with students via the online forums on Moodle to answer question and facilitate discussions
- Students level of engagement will be tracked via Moodle. The Moodle learning platform tracks the students and when they are accessing the work.

Online Expectations: Seniors - Years 11 & 12

- At least **two video conferecing meetings per week** and, if required, three
- For BSSS accountability, senior student attendance will be recorded on the formal roll for the two lessons that are via the video conferencing
- Completing independently set work will be seen as evidence of attendance for the remaining hours.

*All text chats and forum discussion between students are captured by the video conferencing tool and Moodle and are able to accessed by teachers. The duration of each video conferencing session will depend on the work presented in class and teacher expectations. This will be explained clearly by the teacher during lesson delivery.



Completion of Tasks

- Students will need to complete the assigned classwork tasks as per instructions located on Moodle
- Formal assessment will still be delivered and need to be completed by published assessment deadlines
- Any questions can be answered by teachers via the Moodle forums. These forums will be open for students to post questions on any task outside of regular class time.

Submission of Class Tasks

- All tasks are to be submitted following task submission requirements outlined by teachers on the tasks.
- Tasks will be submitted through Moodle dropboxes, OneNote or SeeSaw. The method of submission will be consistent with what students have been doing in class.

Assessment

- ALL formal assessment tasks will be submitted through Turnitin, via Moodle, to confirm authorship of the response
- Tests - timed tests can be set up via Moodle. Tests will be opened at a certain time and submission will also be timed. Students and parents will be alerted via e-mail that a test is taking place
- Rubrics and Feedback – Rubrics will be sent students and copied to the parents
- The expectation remains that assessment is marked and returned within 2 weeks
- Students and parents will be advised if this deadline cannot be met.

Platforms that will be used by the school.

- **Moodle** – for all school related activities with students, providing the additional facility of TURNITIN when assessment submission is required
- **TEAMS** - when running classes with students
- **EMAIL** - ALL communication between students and teachers **MUST** be via email using the cg.catholic.edu.au address

Communication with teachers

- It is a JPC and Catholic Education directive to teachers who are delivering learning from home that no personal contact is made via private phone to students or parents
- All communication is via the school email addresses (cg.catholic.edu.au)
- Teachers are delivering their full teaching requirements to students and will respond to parents within 24 hours (as per standard practice) on weekdays.
- Teachers may use their discretion but, routinely, responses can be expected between 8:30am – 4:00pm
- The school is establishing internal processes for contact regarding students with more complex learning or mental health needs.



IT Advice

- Technical issues – send the inquiry to the help desk- helpdesk@jpc.act.edu.au
- If a student cannot access their e-mail, they will need to contact helpdesk directly – they will need to provide an alternative contact method to sort the problem

Other concerns

- **If a teacher is concerned that a student is struggling** - If a student is not making contact and/or not engaging in class the teacher will make contact with Parents/Carers and the student via email. If there is concern across a number of subjects then follow up will be managed through our Pastoral House support.
- **If parents/carers are concerned about their student's engagement** - please contact the individual subject teachers via email, or if more wide-ranging support is needed, contact your student's Mentor teacher.
- **If the student has a Personal Plan** - this will continue to be implemented during our online period. Parents/Carers will be provided with an updated copy of this plan and, given, the change in delivery – may wish to make some adjustments. This will need to be communicated through the students MENTOR – so this can be reflected in the Personal Plan. At any stage the Learning Support team is available for online support students who are struggling with aspects of their work - this initial request will need to go through the MENTOR of the student.