



## NOTRE DAME COLLEGE

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24 April 2020

Dear Parents / Guardians,

### YEAR 9 PROGRAMME

I hope you and your family are safe and healthy as you read this letter. Thank you so much for your patience and understanding as we adjust too and navigate Remote Learning and the challenges it presents to students, teachers and parents alike. I hope things have settled somewhat for you and your children now that we are just over a week into Remote Learning.

Having two teenagers myself, I can only imagine how challenging life must be for you during this time. Please know that Notre Dame College staff are here to support you and your child. I think it is even more important than normal that your child feels loved and comforted and knows that life is ok, albeit a bit different. At the end of this all, your child's mental health will be more important than their academic growth, so please keep this in your sights.

We are certainly advising that students connect positively with the Remote Learning Program, but if they are resistant at times, that is completely understandable. Be flexible, allow them to enjoy the sunshine or spend more time on a task they are particularly enjoying. Remember, every Victorian child is in the same boat at the moment, so when life returns to normal, teachers will make every effort to fill gaps in learning.

Our goal is to provide continuous educational opportunities and practice for students in isolation, but also to eliminate as much stress as possible for students and parents. We compassionately take into consideration the variety of difficulties that our families are enduring during this time. We will do this together.....you are not alone!

If you have any concerns, worries or stresses, please contact us via one of the links below. Alternatively, you can contact your child's Pastoral Group Leader or subject teachers via DIREQT Messaging on SEQTA (if you have it set up) or email.

**David Cuzens** – Director of the Year 9 Programme

[David.Cuzens@notredame.vic.edu.au](mailto:David.Cuzens@notredame.vic.edu.au)

#### **Year 9 Learning Community Leaders**

**Beth Phillips** - Crane / Kennedy LCL

[Beth.Phillips@notredame.vic.edu.au](mailto:Beth.Phillips@notredame.vic.edu.au)

**Liz Taylor** – Jennings / Mungovan LCL

[Liz.Taylor@notredame.vic.edu.au](mailto:Liz.Taylor@notredame.vic.edu.au)

**Sue Dixon** – MacKillop / McGann LCL

[Susan.Dixon@notredame.vic.edu.au](mailto:Susan.Dixon@notredame.vic.edu.au)

#### **Wellbeing Support Services**

Wellbeing Support Services

[Wellbeing@notredame.vic.edu.au](mailto:Wellbeing@notredame.vic.edu.au)

Below I have attached some of the main points out of Our Guide to Remote Learning @ NDC for Families.

### General Principles for Students

- The Remote Learning Programme will be managed via the Google Classroom platform.
- Each teacher will conduct a Google Classroom for each timetabled class.
- Students will be supported with materials, guidance and regular online communication to engage in self-directed learning during a period of school closure.
- Student participation and completion of set tasks will be monitored frequently.

### Attendance During the Remote Learning Programme

- Students response to the SEQTA Forum / Google classroom question will indicate their attendance to each lesson, no response will be recorded as absent.
- Students are required to complete the Google Classroom attendance question in each of their scheduled classes by 3.15 each day.
- Attendance records will be updated by 8:30am on SEQTA Learn and SEQTA Engage the following day.
- Should students be unwell and unable to engage in the Remote Learning Programme, parents should notify [absences@notredame.vic.edu.au](mailto:absences@notredame.vic.edu.au) or phone 5822 8400.
- If serious concerns arise, please contact the relevant Year 9 Learning Community Leader or the Director of Year 9.

### Students Are Expected To

- Take responsibility for their own learning.
- Dedicate appropriate time to learning, comparable to a school day.
- Follow their timetable (See SEQTA Learn) and complete the activities as per teacher instructions on the Google Classroom.
- Teachers are required to maintain attendance records for each timetabled class – this will be achieved as students respond to an attendance question on the Google Classroom.

### Remote Learning Guide for Learners

- SEQTA Learn and SEQTA Engage will publish student attendance which is updated by 8:30am the following day.
- Check SEQTA daily and respond to any DIREQT Messages.
- Pastoral Group Leaders will maintain contact with students and families during the Remote Learning Programme.
- Identify a comfortable and quiet space to study / learn; preferably a shared space at home.
- Engage in all learning posted with academic honesty.
- Submit all learning activities in accordance with the teacher's direction and / or due dates.
- Academic performance procedures will apply during the Remote Learning Programme. Students who do not submit course work, fail to complete sufficient class work and / or lack of effort or breach plagiarising guidelines will be issued with a Notice of Concern.

We wish you all the best and every success with your child's Remote Learning.



**David Cuzens**  
Director  
Year 9 Programme



**Liz Taylor**  
JE/MU  
Learning Community Leader



**Sue Dixon**  
MC/MA  
Learning Community Leader



**Beth Phillips**  
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Learning Community Leader