



NOTRE DAME COLLEGE

*Remote  
Learning Programme  
@ NDC*

**Guide for Families**  
Students and Parents/Guardians



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“ We **boldly** face the **future**, knowing that Notre Dame will **guard** and **guide** us as she has in the past. ”



# Introduction

Notre Dame College continues to hold high expectations of all partners in the learning process. As we face the challenges of remote learning, the shared responsibility between teachers, students and parents is more important than ever before. Teaching is inherently relational, and our teachers care deeply about their students and remain committed to provide meaningful learning activities and regular feedback to students. Students are expected to actively engage in the activities and participate to the best of their ability. Involvement of parents in ensuring a learning routine is established and maintained, is actively promoted to further enhance the learning experience of the students during the remote learning program.

The College has chosen a 'Flipped learning pedagogy' using the Google Classroom, which supports the delivery of a range of applications. Within this context, the role of the teacher shifts towards that of a facilitator and coach by empowering students to take control of their own learning. Essentially this approach inverts classroom-based learning, so that students will be learning at home using technology tools that delivers online content, problem solving, collaboration and multiple feedback opportunities. Google classroom stream supports teachers and students to conduct online discussions that will further support students to deepen their understanding.

Notre Dame College maintains a robust technical infrastructure which supports the delivery of an effective remote learning programme for students in a time of need. Each element provides a unique service and together form the College's Remote Learning Strategy.



# Remote Learning Service Access Guide

Service	Access/Link	Purpose
Google Classroom	<a href="https://classroom.google.com">Classroom.google.com</a>	Scheduling classes, learning activities, open discussions and resources.
SEQTA Learn (STUDENTS)	<a href="https://learn.notredame.vic.edu.au">Learn.notredame.vic.edu.au</a>	Recording attendance. Student timetable, attendance records, online submissions, Feedback and assessment response, pastoral care notes, student notices and resources.
SEQTA Engage (PARENTS)	<a href="https://engage.notredame.vic.edu.au">Engage.notredame.vic.edu.au</a>	
SEQTA	Direqt messaging	Direct message teachers, students and parents.
SEQTA	Forums	Class discussion boards.
Microsoft Teams	Invitation link will be sent by teacher	Teams supports teaching staff video conference with students individually and in small groups. A small group is defined as between 2-6 students.
Email	Outlook installed on College Assigned computers. College email link on College Website.	Communicate with teachers, students and parents.
Library	Access via Shortcut on Student Desktop: 'Library Catalogue'	Students can access eBooks and Audiobooks, and view resources on library website.



# Remote learning guide for learners

# Student Guide

## General Principles

- 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 Knight Street Head of House or Year 9 Learning Community Leader.

## 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.

- 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 direct 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.

## **Assessment**

- Years 7 – 11 subjects: Teachers will conduct assessment tasks during the remote learning programme. Teachers are required to complete marking, moderation and provide feedback to the students within 10 working days of completing the task.
- Feedback is an essential part of the learning process; feedback will be provided to students and parents via SEQTA Marksbooks.
- Authenticating student work. Teachers have access to a range of tools that will assist to authenticate student work for originality. Students will need to demonstrate progress leading up to assessment tasks. In the event of an academic breach of rules, the teacher will discuss the details with the student and issue a Notice of Concern as per academic procedures.
- At this stage, the College is still preparing to issue a summary of achievement and issue students with their end of Semester Statement of Results.
- Staff, students and parents will be updated as to how this will occur.

## **Resources**

- Resources only include those available to all students such as pre-purchased texts, uploaded content (documents, videos etc.) or web-based content.

## Small Group Verbal/Video Communication

### General Principles

- Students should not expect one-to-one tutoring from all their teachers, this would create unreasonable expectations on teaching staff.
- This procedure is not planned to be used with a full class.
- A small group is defined as between 2-6 students.
- The guidelines comply with Notre Dame College Child Safe policies and Code of Conduct.
- Video Conferencing is to be done using Microsoft Teams.

### Setting up the call and the environment for a One-to-One and Small Group Verbal/Video Conference

1. The contact time must be arranged in advance via email/ Direct Message or the teacher will schedule a call and invite you using the Outlook Calendar
2. The teacher will advise the student/s prior to the meeting of the expectations set out in the guidelines
3. For one-to-one meets students need to ensure the following
  - a. Set up their computer in an area where their parent/carer is nearby. (i.e. they must have their door open if they are in a room with a door, or setup in the kitchen or other common area in the house)
  - b. The parent/carer must be able to check-in visually or verbally at the beginning of the call/video before you commence.
  - c. The parent/carer must be present in the house and nearby for the duration of the contact, so that the College remains consistent with the Child Safe Code of Conduct.
  - d. If parents/carers are not present at the start of the call/meet the call will be ended immediately.

### Student checklist

- Be prepared.
- Be on time.
- Charge your device beforehand.
- Use headphones if you have some.
- Sit somewhere where you will not be distracted.

- Have their door open if they are in a room with a door, or setup in the kitchen or other common area in the house.
- Think about your environment. Set up so your back is to a wall and the camera is only viewing you and the wall/blur your background.
- Wear appropriate clothing (e.g. no pyjamas).
- Mute yourself when not talking.
- If called upon, please unmute your mic and chime in.
- Use some agreed upon hand signals to avoid interrupting. (e.g. Thumbs Up = Yes; Thumbs Down = No; Hand by Ear = Can't Hear; Raised Hand = I have a comment.)
- Chat responsibly. Think before you type.
- Written chat must be for class purposes only. If you have other questions outside of the topic, please email your teacher.

## **Support**

Self-directed learning is challenging for many people, even some of the most motivated students will find it difficult. Families are encouraged to access the following methods of assistance:

- Academic assistance via contact with teachers.
- Emotional support via the College Wellbeing Support Service.
- Ensure your own social and emotional balance by keeping healthy habits.

## **Teacher absence and Teacher availability**

- Staff hours of work at home will remain consistent with attendance times at the College from 8:20am – 4:00pm. Teachers will do their best to respond to emails in a timely fashion.
- Please be aware that there will be instances where staff members are not available due to illness or other factors. Teachers will continue to collaborate in professional learning teams. In the event of a teacher absence, lesson instructions and assistance with learning will continue to be provided to students.



## **Learning Enrichment and modified work for student**

• Teachers will provide suitable learning adjustments to cater for students individual learning needs. Families are encouraged to maintain contact with subject teachers and the Learning Enrichment Leaders, Kate Sait and Denise Enayati. [learningenrichmentcoordinators@notredame.vic.edu.au](mailto:learningenrichmentcoordinators@notredame.vic.edu.au)

## **VCE/VET/VCAL – Victorian Curriculum Assessment Authority (VCAA) advice**

- The VCE allows for considerable flexibility in delivery of learning and the administration of school-based assessments and the VCAA is assisting schools to identify suitable arrangements for their students' learning and assessment on a case-by-case basis.
- The College aims to ensure that no-one is disadvantaged and will give each student opportunities to complete the requirements of their VCE studies.
- Teachers are committed to support students to maintain a structured approach to their studies.
- The VCE and VCAL Administrative Handbook 2020 currently details that work which contributes to both unit outcomes and School-assessed Coursework (SAC) may occur outside of class time. To assist with the authentication of this work, teachers will monitor and record each student's progress through to completion.
- The VCAA recommends the delivery of SACs to maintain the continuity of the learning programme and prevent concern for students that assessments are not being conducted. These SACs could be the tasks already developed or a modified version that is more achievable through remote delivery.
- The data collected from these assessment activities may be validated at a later date, when schools return, or form the basis of a School-based Assessment derived score if a validation activity is not possible.

## **Technical Support**

• If there is a problem with any device or google classroom access, please email the Notebook Service Centre providing a brief description of the problem. (Ensure you provide a contact email, telephone number, and the student's name). Email: [nsc@notredame.vic.edu.au](mailto:nsc@notredame.vic.edu.au)

## Child Safe

- Staff, students and parents must adhere to the principles of the Child Safe Policy.
- Communication must be on school agreed platforms, take place at appropriate times and be limited to interactions related to student learning and wellbeing.
- Individual messaging must be on appropriate and agreed school monitored tools (SEQTA direct messages) to address learning related questions.

## E Safety

- Supporting students online:

[www.esafety.gov.au/about-us/blog/covid-19-keeping-schools-and-learning-safe-online](http://www.esafety.gov.au/about-us/blog/covid-19-keeping-schools-and-learning-safe-online)

- Online safety guidance for parents:

[www.esafety.gov.au/about-us/blog/covid-19-online-safety-kit-parents-and-carers](http://www.esafety.gov.au/about-us/blog/covid-19-online-safety-kit-parents-and-carers)



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## Wellbeing Support Services

Please contact Wellbeing Support Services at [Wellbeing@notredame.vic.edu.au](mailto:Wellbeing@notredame.vic.edu.au)

## Careers

Please contact Career Services at [CareersStaff@notredame.vic.edu.au](mailto:CareersStaff@notredame.vic.edu.au)



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*To Seek, To See, To Respond*





