

Preston High School COVID-19 Response Plan



PRESTON
HIGH SCHOOL

At this time our priorities are:

- The health and safety of students, staff and the community.
- Continuity of learning.

We commit, in as far as reasonably practical, to provide learning resources, assessments and instruction for students.

We commit to keeping the community informed of any changes in advice from the Department of Education and Training.

Students access to resources, assessments and instruction

Preston High School will provide lessons for students via Office365, in particular using OneNote and Microsoft Teams. All students have access to these tools on their laptop. Students can also access these applications from any computer or laptop at home.

Using these tools teachers can continue to provide all lessons, resources and assessments (standard practice) and in addition can provide, where necessary and appropriate to the task, video and audio connection with classes or students.

The use of online tools will differ for different scenarios as outlined below.

Interactive apps within Teams will not be used for all parts of the lesson (or not at all in some instances). There will be parts of each lesson where students will need to work independently on tasks provided.

Scenario 3: Any period of remote learning – School will continue online.

Standard classes occur online to maintain continuity of learning to the best of our capacity.

Enhanced Curriculum classes (enhancements) will not be provided as the students work across age-groups and in non-standard arrangements that cannot be replicated or supported online.

Instrumental Music lessons will be provided via video. The student will view the video, complete the tasks and submit any responses required outside of normal timetable class time (recess, lunchtime or after school times).

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The school will remain open for the children of essential workers (health sector, etc) and vulnerable children unless otherwise directed. These children will participate in the same online learning as those not physically on the school site and would be supervised by a staff member other than their usual teacher (who will be online). Contact Jess James (Sartori) if you are an essential worker requiring your child to attend school in person.

There will be a diminished service during this time. Families should expect response times to be longer than usual. The school staff will be doing their utmost to maintain business as usual in the online environment but we request your patience and understanding.

School holidays and public holidays are non-school days.

If possible, students will clear their lockers and collect any musical instruments before a school closure commences.

If a teacher is absent (illness or any other reason) the team of relevant staff will step in to direct the class around the activities. This eventuality may lead to longer response times from teachers.

Students and teachers will use Microsoft Teams to connect online during school hours.

- Lesson plans and resources are housed in the Class Notebook (OneNote) within Teams
- Teams Meetings (video and audio), Stream (video) and Chats (text) will be used and are accessible from the class Team. Audio feedback, where appropriate, can be recorded in OneNote for draft work feedback (eg. English story draft). Through these tools teachers will provide instruction and feedback as needed and will be able to present material and respond to questions.

Students will:

- a) Attend school online.
- b) Ideally, wear uniform. Early evidence from Perth and Sydney where schools have run online programs indicates students engage more and perform better when they are in uniform ... perhaps because it 'feels like' school. Learning is important so it should feel important.
- c) Follow their timetable.
 - i. At the start-time of each lesson, access the lesson plan and resources via OneNote, Teams and learning tasks on Compass
 - ii. Note their attendance in Teams
 - iii. Participate in the Team Meeting (video and audio) when requested.
 - iv. Communicate questions with their teacher via the chat function on Teams.
 - v. Watch any content that the teacher posts as a video stream in the Stream App on Teams.
 - vi. Respond to any feedback including any audio-feedback by editing or fixing their work.

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- vii. Complete any instrumental music tasks (for relevant students only) out of standard timetabled class time eg lunchtime or after school hours.

Families should:

- a) In preparation
 - a. Ask their child to write down all their passwords for the following programs and share them with their parents so they cannot be forgotten: (1) Education Perfect (2) Stile (3) Compass (4) Mathspace (5) Office365 / OneDrive / OneNote / Teams etc.
 - b. Prepare a working space with access to a desk-space or table and suitable chair. Ideally and where possible this space should have natural light, be as quiet as possible and be free from distractions.
 - c. Prepare adequate internet access
 - d. Prepare appropriate supervision. This will vary on the arrangements each family needs to make.
 - e. Set rules for work time.
 - i. We advise that there be no music playing (no matter how much they tell you they can work better while listening to music there is no evidence in the educational literature for this being true).
 - ii. We advise that routine is important ... so sticking to recess and lunch breaks at normal school times is helpful. No food in class (and you don't want them dropping a drink on their laptop).
 - f. Ensure there are pens, pencils and paper available.
- b) Each Online Learning school day:
 - a. Ensure their child is ready for learning, has their resources, and is focused on learning.
 - b. Ensure their child is allocating their learning time as per their timetable.
 - c. Resolve any IT issues for their child in the first instance and by reference to the support page in the student's Mentor Team. Ensure that the internet connection is maintained.
 - d. Ensure their child is adequately rested, has appropriate meal breaks and exercise that helps them focus on their learning.

Teachers will, wherever reasonably practical:

- a) Continue to provide resources, lessons and instruction one OneNote and Microsoft Teams. Continue to post learning tasks on Compass.
- b) Convene live Meetings (video and audio) and Chats if necessary and suitable to the lesson.
- c) Collect any assessments electronically and provide feedback electronically. This feedback may be in audio form, notes or other forms as needed by the task and determined by the teacher. Quality feedback is critical to learning growth.

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- d) Provide additional instructional notes, where needed, within the lesson content available online.
- e) Where a student cannot access their Microsoft products (OneDrive, OneNote, Teams) provide a copy or screenshot of the lesson plan on Compass under the lesson resources (click the class on Compass, go to the Resources Tab).
- f) Where necessary, use the addition of a Stream within Teams to post video content onto the “Posts” section of Teams using the embed code function from Stream.

Teachers will support each other within subject areas. This means a student may interact with or get responses to their questions from a teacher that is not their usual teacher for that course.

Where a teacher is absent due to illness the teacher teams will work together to provide instructions to students. This may mean that the response time is extended and that teachers are not available online.

Education Support Staff:

- a) PSD support will be maintained where possible by the ES staff member joining the Team with the allocated student.
- b) Office operations will continue as normal if possible, depending on the advice from DHHS and DET.

Summary of expectations of students, teachers and families:

	Students	Families
Equipment & space	<p>Have the regular equipment you should have for class. This includes:</p> <ul style="list-style-type: none"> • Laptop • Stationery, including calculator • Workbooks, paper etc • Textbooks <p>Have an appropriate study space that is comfortable and minimises distractions</p>	<p>Support your child to find an appropriate work space at home.</p> <p>Implement boundaries that help to minimise distractions to learning.</p> <p>Make sure your child has their booklisted equipment and texts.</p>
Keeping to a schedule	<p>Stick to your regular timetable.</p> <p>Do the work you can in the time allowed (plus a bit extra ‘after hours’ if you need to.</p> <p>You would expect to be doing the same volume of homework time as usual.</p>	<p>Support your child to maintain their regular schedule.</p> <p>Get to know their timetable and have it in a central location at home.</p>

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<p>Attendance</p>	<p>Indicate your ‘attendance’ in class by ‘liking’ the Post on Teams within the first 5 minutes of each lesson.</p> <p>Your teacher may be finishing their previous class and so might not open a lesson immediately on the starting minute. You should wait until the teacher ‘arrives’ online.</p>	<p>Monitor your child’s attendance on Compass as usual.</p> <p>Notify the school of absences via Compass as usual. For example if you have a medical appointment that will mean your child is absent from the online class you should enter this on Compass.</p>
<p>Participation in learning</p>	<p>Complete all the set tasks to the best of your ability.</p> <p>Seek help from your teacher, peers and class resources (eg. textbook) when you’re stuck.</p> <p>Provide your teacher with regular evidence of learning as per their instructions in the lesson.</p> <p>Submit tasks by the due date.</p>	<p>Ensure your child actively participates in all tasks and tries their best. Help your child to limit distractions.</p> <p>Your child can show you the topics they are covering on OneNote.</p> <p>At the end of the day and during break times, ask your child about what they have learnt. Be curious about the topics.</p> <p>Where possible, extend the conversations about the topics.</p>
<p>Feedback on learning</p>	<p>Read and use the feedback your teachers provide you.</p> <p>Feedback may include things like:</p> <ul style="list-style-type: none"> ● Notes on work ● Audio files ● A Teams post ● Rubrics ● Short comments ● A checklist 	<p>Discuss the feedback with your child.</p>

Parent / Guardian contact with the school.

In the event of school closure parents and guardians will not be permitted to attend the school in person unless invited by the Principal.

Query Type	Who to Contact
Operational information, re-opening information	Families should refer to their Compass Newsfeed. The Newsfeed or Compass emails will provide all updates from the school.

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or any other school activities	
General Parent / Guardian Emails	These should be directed to preston.hs@edumail.vic.gov.au not to individual staff members.
Questions about passwords for Education Perfect or Stile or Mathspace	Email the class teacher: <ul style="list-style-type: none"> • Education Perfect (Humanities or Language teacher) • Stile (Science teacher) • Mathspace (Maths teacher)
Lessons or tasks or learning material or feedback	Students (not parents unless the child is unable to seek help) should contact their teacher via Teams
I.T. Queries	1 st step: Consult the IT information on the Mentor Class Team. 2 nd step: Only once you have completed Step 1: Email sartori.jessica.r@edumail.vic.gov.au with (a) Issue description as the subject of the email (b) Full Name of student and mentor class (c) most available contact details. Response times will vary depending on the volume of traffic.
Student wellbeing	Students or Parents should email preston.hs@edumail.vic.gov.au noting the subject line as 'wellbeing inquiry [student name]'. The school will then get a relevant member of staff to contact you.
Financial activities, uniform shop etc.	Contact the Office on 9055 8400 or email preston.hs@edumail.vic.gov.au

As with all communication with the school, and particularly at times of stress and the implementation of non-standard practices, we ask you to be patient and respectful of the efforts of the team at the school who always endeavor to do their best for our children.

If the school is closed by DET or DHHS our office may be unattended.

Response times to communication are likely to be extended. We will seek to respond as soon as practicable.