



23 March 2020

Dear Parents/Caregivers of 7-12 students,

As of this morning, the Premier has announced that schools will remain open at this time. However, she has also encouraged parents to keep their children at home. Accordingly, we are moving to online learning delivery ONLY from Tuesday 24th March so that students who are staying home will not be disadvantaged. Any students who continue to attend school will complete online work within the classrooms, identical to the learning taking place from home.

Staff will manage their classes through SEQTA. Staff and secondary students have been successfully using SEQTA for four years now and are in a good position to continue your child's education.

We are still required to monitor student attendance during this period. For this purpose, please indicate your intentions for your child's schooling by calling the school office, or online via the Google Form which we will send today by SEQTA direct message.

PARENTAL PREPARATION FOR OFF-CAMPUS LEARNING

It is important to recognise the unique situation COVID-19 poses and understand that there will be disruptions to learning and in some cases a cessation of learning in practical subjects. This is, unfortunately, unavoidable. Staff will carefully consider how they plan their teaching and learning activities and where possible reschedule practical activities to later in the year. Please consider the following:

- Check your internet connectivity and safety.
- Have access to your child's login and password for SEQTA.
- Familiarise yourself with the layout of SEQTA. Ask your child to take you on a tour of their courses. (Teachers have flexibility to set out their courses in different ways.)
- Remind your child to ensure that their device and charger are in working order and will be ready for extended at home use. If there are any issues with their school device, they need to take it to the IT department for assessment and/or repairs ASAP.
- Support your child by organising a quiet, distraction-free place in which they will be able to engage with their course work. Any Google Meet lessons will need to be outside of their bedroom.
- Have a copy of your child's timetable in a clear visible space. Students will be expected to engage in learning activities in line with their school timetable. Teachers will set work for the week of lessons and will assign a specific lesson each week during the timetabled lessons to be online to engage students directly through Google Meet.

STUDENT ENGAGEMENT DURING OFF-CAMPUS LEARNING

- Off-Campus Learning is an important continuation of a student's education, not an opportunity to increase work hours or leisure activities.
- Students have a responsibility to engage with the learning activities provided by teachers. Students are encouraged to follow their regular school timetable, logging into their relevant SEQTA course at the timetabled time.
- At 9am each day, students should check their direct messages in SEQTA as staff will use this to communicate with students outside of scheduled lesson times and to advise of any changes to the day's timetable.

- 1 in 3 of the timetabled lessons will require students to log in and engage with the lesson content in person.
- Staff will also be available to respond to messages at other times.
- Teachers will monitor the level of engagement of students within their classes, monitoring the frequency and level of use of learning content. If there is cause for concern regarding the level of engagement, teachers may email the child's parent, inform their Pastoral Care teacher, Stage Coordinator or me, to follow this up.
- Assessment tasks due during any Off-Campus Learning periods may be adjusted appropriately or even delayed until students return to the campus site. Teachers will advise students and parents of the changes within an appropriate time frame. Formal assessment tasks of a practical nature may be rescheduled or cancelled and grades will be determined using other tasks.
- Staff will look for opportunities for staff/student interaction. God has created us as relational beings and we are aware that for many, school is a place of comfort and connection. We will seek ways to ensure that these connections are continued during any time of Off-Campus Learning.
- Families who are unable to access SEQTA due to connectivity issues should advise the school of this issue as soon as possible so we can look at ways to continue your children's learning during this time.
- Students are to dress appropriately during all online interactions. Dress is expected to echo our code for mufti days - modest, comfortable clothing, no pyjamas.
- If a student feels uncomfortable being on camera during a Google Meet, they may contact their teacher to discuss the possibility of switching off their camera.
- It is unclear what processes the NSW Education Standards Authority (NESA) will put in place regarding HSC major works. There will be minimal implications for some projects, yet significant ones for others (such as Design and Technology). It is important that students are proactive in what they can be doing at home on major projects.
- Students should be encouraged to move around at home. Students should move from the screen every 30 mins (stand up and stretch, get a glass of water etc.).
- If a teacher becomes unwell and is unable to facilitate their classes, they will message students on SEQTA indicating that they will be offline on the given day and will arrange a future time for their online lesson. Work will be left in the day's lesson on SEQTA for students to access.

PASTORAL CARE CONSIDERATIONS - OFF-CAMPUS LEARNING

- To assist in maintaining engagement and connection with students, your child's Pastoral Care teacher will 'check in' with their students via our SEQTA direct message platform each morning. Pastoral Care concerns during Off-Campus Learning should follow the same process as usual, which is to direct message your child's Pastoral Care teacher through SEQTA. The Pastoral Care teachers will work with their Pastoral Care Coordinator to address any concerns.
- Your child's Pastoral Care teacher is listed on their timetable on a Wednesday or Thursday morning.

The Pastoral Care Coordinators are as follows:

Year 7 & 8 - Mr Paul Norrie - Email norrie.paul@ics.nsw.edu.au

Year 9 & 10 - Mrs Jenny Ellis - Email ellis.jenny@ics.nsw.edu.au

Year 11 & 12 - Mrs Sarah Lainson - Email lainson.sarah@ics.nsw.edu.au

- Off-Campus Learning also comes with a heightened responsibility around global citizenship, appropriate and respectful communication and maintaining a high standard with regard to digital reputation. All of these areas require positive choices when navigating this platform, with the importance of self-regulation, consideration of others and consideration of character and values. Students will be required to behave in accordance with our Student Code of Conduct and adhere to our IT policy behaviour requirements during all interactions online.



- Students are encouraged to ensure that they have a focus on sleep, nutrition and exercise so they are best able to engage in their learning. All of these are significant to personal wellbeing and in the circumstances of a prolonged period of Off-Campus Learning are encouraged in order to maintain good health.
- We will continue to communicate with our school community and will provide a range of resources to support both parents and students with regard to COVID-19 and approaches to Off-Campus Learning. Please watch your messages in SEQTA as well as utilising our social media platforms and school website to stay abreast of these resources.

Mr Lanson and I will also communicate all of this information to students. We are confident that through our strong school, student and parent partnership we can navigate this challenging time and continue to provide the high quality education expected at Illawarra Christian School.

If you require any further information I encourage you to contact the school directly.

Kind regards,



Mrs Meg Story
Deputy Principal (Secondary)