

## NEWSLETTER

### 23rd April 2020

## Principal's Report

Welcome back to term 2, 2020. It certainly is a term like no other I have experienced in my 30 years in education. I would like to express my sincere thanks to our school community for your patience and understanding as we embark upon our remote learning program.

It has been exciting to see the innovative way students (and parents) have engaged in the learning tasks. The work samples, feedback comments, photos and videos our students have submitted has been a highlight each day. With that said, I appreciate the hurdles and challenges that have presented over the last week and we are continually altering our processes and programs to alleviate these as best we can.

As we are continually learning more about the capabilities and functionality of Google Classrooms we have streamlined some of the procedures to try to provide some consistency across the year levels in how the students interact with the platform. Today, teachers and students in years Prep, One and Two have started the transition process to the Google Classrooms platform. Many students have already logged in and are familiarizing themselves with its functions, in readiness for full operation on Monday.

Our teachers involved in this process have done an incredible job to participate in many professional learning sessions throughout the week, in addition to the teaching and learning program they have provided for their students. Teachers in the year three, four, five and six have continued their learning in order to build their capabilities in the use of Google Classrooms, enabling more effective and efficient use for their students. Many of these teachers are also assisting their colleagues in the junior school.

On the next page of the newsletter there are some tips on navigating and using Google Classrooms and further information regarding our remote learning program. As I said, we have streamlined some processes for consistency throughout the year levels. The procedures outlined are expected to be in place for Monday's classes.

I would like to acknowledge all our teaching, administration and education support staff for the time and effort they have contributed towards the development and implementation of our remote learning program and the manner in which they have been able to adjust, react and enact so rapidly all this week.

One of the whole school approaches put in place is the "Daily Greeting" video uploaded each morning by the home group teacher to greet the students. As part of the video the students will be asked to respond to a question the teacher has asked. This response will be the indicator that the students have accessed the platform for the day and will be recorded as present for the school day.

We appreciate and understand that students will log in to Google Classrooms at different times of the day. Some students are beginning their learning at 9am, others later in the day when a device is available. It would be appreciated if all students could respond to the daily greeting or submit a task by 2pm each day, so teachers are aware they are in the "classroom".

If your child is unwell and cannot participate in the learning for the day, for example, due to illness, can you please call the school and report them absent, as is the usual process.

On Monday, information packs and transition forms for year 7 were posted home to all parents of our year 6 students. This pack includes important information parents are required to fill in and return to school no later than Friday, May 29th. There is a blue box at the foyer entry of the school office for completed forms to be returned. If alternative arrangements need to be made to return the Year 7 transition form to school, please call the school office on 5940 9532.

On Saturday we celebrate Anzac Day, one of the most important dates on our national calendar. Anzac Day provides an opportunity for us to commemorate the actions of many thousands of men and women who have served, and those who are currently serving, our nation in various conflicts over many years. This day enables us to reflect upon the contributions made by many Australians and to express our appreciation at the many ceremonies usually held as part of this day.

This year, a live broadcast of the dawn service will be streamed to enable people to participate in the ceremony. As the last post is played, people are asked to walk to the end of their driveway or out onto their balcony to observe a minute silence.

Although established 100 years ago, the ANZAC spirit and ideals of courage, endurance and mateship are still very relevant today, particularly in circumstances we currently find ourselves in.

**Kerrie Kingston-Gains**  
**Principal**

## Some tips for navigating and using what is required in Google Classrooms.

When students log in to their Google Classroom, the main classroom they will need to use is their **Home Group classroom**

- In the classroom there are two tabs to access what they need; **Stream** and **Classwork**
  1. **Stream** – Is the tab to access the video containing “Daily Greeting” from the home group teacher. Students can respond to this greeting in *Stream*.
  2. **Classwork** - Is the tab to access the weekly planner and the learning tasks each day.
    - The weekly planner will be at the top of the page with an overview of the learning.
    - The daily tasks will be posted under the **day and date** they become available to the students. (Year 6 are operating under subjects, so students will need to check the weekly planner)
    - Students click onto an activity and all the instructions, documents and videos they will require will be located in this section. Students need to scroll down and click on ‘**view assignment**’ to open. \*\*Please note this is necessary for students to ‘**turn in**’ their work. Don’t forget to use the scroll bar on the side to see all available attachments. Student questions and teacher responses to this task can be posted in either **private comment** (only teacher can see) or **comment** (whole class can see).

To access the **specialist subject activities**, students enter the Specialist Google Classrooms of the subject they need. Once in the classroom the process is the same.

1. **Stream** – This tab will allow students to access the video containing “Weekly Greeting” from the specialist teachers. Due to the specialists only having a short period of time in these classrooms, there will be no conversations on this page.
2. **Classwork** - This tab is used to access the learning tasks being offered each week.
  - The tasks will be posted at the beginning of each school week. They will be listed under the term week and the timeframe this task will be available for the students to complete. For example Week 3, 4 & 5 – April 27<sup>th</sup> to May 15<sup>th</sup>.
  - Students click onto an activity and all the instructions, documents and videos they will require will be located in this section. Students need to scroll down and click on ‘**view assignment**’ to open. \*\*Please note this is necessary for students to ‘**turn in**’ their work. Don’t forget to use the scroll bar on the side to see all available attachments. Student questions and teacher responses to this task can be posted in either **private comment** (only teacher can see) or **comment** (whole class can see).

## Remote Learning Program

As mentioned in earlier correspondence, the remote learning program is not expected to replicate a regular school day. The Victorian Government has set the daily expectations for a remote learning program to be as follows:

- i. For students in Years P-2, schools will provide learning programs that include the following:
  - literacy activities that take a total of about 45-60 minutes
  - numeracy activities of about 30-45 minutes
  - additional learning areas of about 30-45 minutes. (This includes, play-based learning incorporating other classroom curriculum areas, specialist subjects and physical activity)
- ii. For students in Years 3-6, schools will provide learning programs allocated as follows:
  - literacy: 45-60 minutes
  - numeracy: 30-45 minutes
  - physical activities: 30 minutes
  - additional curriculum areas: 90 minutes. (This includes other classroom curriculum areas and specialist subjects)

As has been outlined, a weekly overview will be uploaded as a guide only. Tasks will be uploaded each afternoon at 4.30pm of the day prior, enabling preparation the night before, if that is what suits the family routine. There is no expectation for students to access the learning tasks the night before.

The 'Daily Greeting' video will be available for viewing each morning from 8am. Again, students can access and respond to the teacher at a time that suits your schedule. It would be appreciated if this can be completed before 2pm, thus enabling teachers to mark the student present for that day of learning.

Teachers will be available to answer students' questions at the times indicated on the weekly planner. As there are multiple students in the class, students may need to wait a few minutes for the teacher to respond. Other resources such as videos, worked examples and other online resources and links are often available for additional support.

Classroom teachers will not be available in the times allocated to specialist classes as they will be attending virtual planning meetings with the other year level teachers.

Specialist teachers will be available to interact with the students from that particular year level at this time. Specialist teachers will upload a "Weekly Greeting" for the students to view at this time.

Please continue to share your success and discuss concerns with your classroom teacher. Everyone has come so far in such a short time, well done and thank you.

## **Officer Secondary College**

Dear Prospective 2021 Year 7 Families,

On **Tuesday 28 April** Officer Secondary College will be hosting its first 'virtual' Year 7 Information Evening for all 2021 Year 7 students. This will be followed by the 2021 High Achiever Program and 2021 Performing Arts Masterclass Information Sessions.

These sessions will occur at the following times:

- Year 7 Information Evening - 6:00pm
- Year 7 High Achievers Program - 7:00pm
- Year 7 Performing Arts Masterclass - 7:30pm

These will be hosted through the Webex platform. To register your interest in this you must complete the online form on the OSC website homepage as these require an email invite to attend.

To support prospective families, we will also offering 'virtual' tours. These will be hosted on the Webex platform. Tours are currently running at 9:10 on Tuesdays and 2:10 on Thursdays. To sign up please complete the online form on the College website homepage. Please be aware there are limited spots available for each tour, but we will endeavour to accommodate all prospective families.

Thanks very much,

***Marc Fleming***

**Acting Assistant Principal - Curriculum**  
Officer Secondary College