

[Online Learning Information for CSC Parents/Carers and Students](#)

Being educated remotely simply means that you are learning from a different location. We all thrive on connection with others and we are fortunate to have the tools to connect remotely. There is an expectation that you will work with your teachers so that you can continue with your learning until we can all connect again in person. Although it may be a challenge to learn remotely, we encourage you to take on the challenge and stay connected with your teachers and each other!

When we find ourselves in unfamiliar situations, it gives us the chance to look for opportunities. Let's make the most of this very unusual situation! It's an opportunity to become more independent with your learning, more organised and to ask questions of your teachers when you are unsure of something - they are happy to help. We can do this!

A few important tips for successful remote learning:

Establish a routine - this is really important to keep you on track, otherwise the days can just disappear without you achieving anything! You should include; a regular time to rise in the morning, regular meal and exercise times, time to complete school work, time to responsibly connect with friends online and time to complete your other home based leisure activities.

Set up a timetable - this should be on display somewhere so that you can organise your day. Make sure it links with your school timetable on XUNO.

Set up an area where you can work - make sure it is a separate area that you go to when you have to complete school work. An area that is quiet and without any distractions.

Exercise regularly - when you exercise you produce endorphins which lift mood. Your Physical Education practical assignment may be part of your plan, but no matter what, make sure you stay active at home.

Mental Health - look after your mental health during this time. Connect responsibly with your friends online, chat with parents and carers and let someone know if you are feeling anxious or depressed, you will not be the only one feeling this way in these extraordinary circumstances.

What will my school day look like?

Students with internet access

1. **Log into your Home Group XUNO Classroom at 9am** to have the roll marked and to catch up with any messages.
2. Check the newsfeed on XUNO and then click on your classes for the day that appear on your XUNO timetable.
3. **Click on each of your classes in XUNO** to see if your teacher wants to connect with the class on that day.

Make a note of the classes that you have to log into for the day. It may be period 3, 4 & 6. When you have established the times you need to log in, you then organise your school work and other activities around those interactive classes.

Students without internet access

1. Will be contacted by either Mrs. Barton (Years 7-9) or Miss Newell (10-12)
2. Have your timetable and organise your day accordingly – to ensure the work on your USB is completed on time
3. Download XUNO onto your phones (if you have access to a mobile phone) and follow the process outlined in the “students with internet access” section above.

Webex sessions (only for Year 12 VCAL/VCE students)

Webex classes will be limited, however, if you are required to be involved in a Webex class, there are a set of protocols and etiquette to which everyone must adhere.

1. Make sure you are on time for the session
2. Cameras and microphones must be switched off
3. Your teacher will ask if you have any questions - it is important that there is only one question asked at a time. If you are asking a question, switch your microphone on and then ensure it is turned off when you have finished interacting with your teacher and class.

If there is a session where you will be seen on the screen by your class and teacher make sure you are wearing appropriate clothing you have situated yourself in an appropriate area of your house. Ensure you have adequate lighting on your face and minimal background light so that everyone can see you clearly.

It will be super important that you keep checking XUNO and Webex throughout the time that you are learning remotely.

Online learning is not new, for those of you want to go to university this is how you engage with your lectures and tutorials.

We are all venturing into this together, let's help and support each other to do the best we can until we are all back at school!

Remote Learning – When?

Remote learning will happen on school days (not the holidays and not the weekends or curriculum days) between the hours of 9-3.30pm as per school hours. We can appreciate that with so many different family situations happening that your hours and school hours may not always completely align. With this in mind teachers have planned by and large for a flexible learning environment, allowing all families to also have some flexibility as well.

Teachers will be available for class related work with your children from 9am - 3.30pm as per any other school day. As per any other school day, teachers also have planning time, meeting times, lunch, breaks and other duties (such as leadership duties etc) that are also taking part behind the scenes. From an administrative perspective all teachers have multiple roles they are fulfilling, including - like yourselves being parents of children who are remote learning themselves, carers for elderly, dealing with illness and dealing with many of the same issues that you will be at home.

Mode of communication

As most staff will be working from home (on-site attendance is voluntary) it is important there is an open line of communication with the school. I ask parents to regularly check XUNO and don't hesitate to ask questions, you will receive a response within 24 hours. XUNO can be downloaded onto mobile phones and other devices.

Students with internet access: if you have something you want to discuss with a teacher or other member of staff you need to communicate through XUNO.

Students with no internet access: if you have access to a phone download XUNO onto your phone and communicate through XUNO. Alternatively you need to communicate with your HG teacher, subject teacher, Mrs. Barton or Miss Newell when they contact you.

Contact your Sub-school leader (Years 10-12: Miss Newell or Years 7-9: Mrs Barton) for wellbeing and other issues or subject teachers for questions regarding your courses.

Careers Coordinator: Mrs Fidler will also be available.

Mrs Walker (Principal), Mr Webb (Assistant Principal), Mrs McKenzie (Director of Teaching and Learning) and Miss Jukes (Business Manager) will also be online during work hours to discuss any issues.

If you have regular appointments with Headspace etc. those appointments can continue, you or your parents/carers contact Miss Newell through XUNO and we will make sure it happens.

Learning Outline for Students: Timetables and Schedules

Teachers will be engaging with learning and teaching online from 9-3.30pm - Monday to Friday.

Part-time staff will be engaging with the learning platforms and communication on their designated work day/s.

Ms Egger and Mrs Jarrad have been assigned to classes and individual students.

To guarantee no student misses out, Casterton Secondary College has ensured all students have access to a computer and work is also underway to provide internet to students who do not currently have access at home. Whilst this is being finalised work will be placed on a USB.

USB process:

- Parents/carers of identified students can collect the relevant USB on Tuesday 14th April between the hours of 10am -12am.
- Subject teachers will provide 2-weeks of work on the USB
- Students are required to save completed work on the USB
- On Monday every fortnight between the hours of 9am-11am (the first “return” will be Monday 27th April) parents/carers will return the USB which has the completed work.
- Parents/carers will collect a replacement USB on Mondays when they return the USB with completed student work.

Feedback

Casterton Secondary College has, as a learning team invested much time and energy into implementing a well-rounded remote learning program for our students.

Students with internet access:

Through XUNO we can discuss work with students and they can submit work directly to us as well.

Students without internet access:

Subject teachers will contact you during the week to check you are on track, answer questions and check your wellbeing.

The timeline for remote learning across Victoria is Term 2. We have decided for ease and workability that XUNO is our main platform for feedback for students and communication with parents.

Does this replicate completely what happens in the classroom? No, and nor should we expect this to. This is a good way to make contact and continue learning and keep everyone engaged.

Assessment and Reporting

Year 7 – 10 Term 2 Assessment

During term 2, year 7 – 10 assessment will be based on the work teachers are providing students via XUNO in each subject.

Each piece of work will be assessed and contribute to an overall mark in each subject for term 2.

This mark will be combined with the term 1 assessment to give an overall mark in each subject for semester 1.

End of Semester Reporting

At this stage we have not decided on the format of our end of Semester Reports. As with all decisions being made during this challenging term, we will keep students, parents / caregivers informed.

Writing Project and Universal Sustained Silent Reading (USSR)

Two activities our year 7-10 students complete on a daily basis to improve their literacy skills are the Writing Project and USSR.

During term 2, we would like all our year 7-10 students to continue this routine starting this Wednesday.

Writing Project

- We have provided the students with their **Writing Project booklets**.
- Each day for 10-15 minutes, the students write on the topic allocated.
- They can incorporate the words suggested and of course words relating to their own thoughts on the topic.
- There is no compulsion for the students to spell words correctly (although correct spelling is valued and encouraged) or to edit their work however they are most welcome to do so, if they would like to develop their skills further during this period of learning from home.
- One change we are introducing for this term is “free writing Friday”, where the students write on a topic of their own choice. These pages are found at the back of the booklet. If students cannot think of a relevant topic for Friday, they can turn to the very last page of the booklet and choose one from the list provided.
- Students were given their writing project booklet at the end of last term and if they were absent, the books have been mailed home. If your child does not have their writing project booklets, a copy can be picked up from the General Office next week.
- **We expect these booklets to be completed during term 2 and brought to school on the students first day of return.**

Universal Sustained Silent Reading

- Students in years 7-10 are in the routine of **reading a novel** at the beginning of period 5 each day.
- Once again, we would like students to continue this practice at home during term 2.
- Students can choose any book to read then allocate **15 minutes to sustained silent reading** each day. Of course, students can choose to do more reading if they desire.

We value the support of parents to ensure these two very valuable programs continue for our students during Term 2.

If you have any questions regarding these programs, please contact Joanne McKenzie via Xuno.