# 2020 Remote and Online Learning

## *How St Patrick's College will work through COVID-19*

**Dear Parents, Carers and Guardians of St Patrick's College,**

Now that the College is returning to a remote learning environment in response to the COVID-19 pandemic, you will again have many questions about how this will work and how your son's education at St Patrick's College will continue in the most effective way possible.

Rest assured College staff have invested much time planning for this eventuality and, as always, we greatly appreciate your ongoing support and patience as we move forward into this unusual remote learning environment.

We have provided below a list of what we anticipate will be your most pressing questions and concerns ahead of the re-introduction of online learning.

We know we don't necessarily have all the answers yet. We also know that some of the answers we have provided may well change over time, sometimes regularly.

Therefore, we encourage you to regularly revisit this document as it may change over time. New questions will be added and new responses will be given.

We are re-entering this new environment together with uncertainty. However, as we often say at St Patrick's College, our job is to work in unison with you, the parents, to provide the best outcomes for your son. Our commitment to that remains unchanged and unwavering.

Should you have any questions which are not answered in the document below, we invite you to email them through to Deputy Principal Mrs Elizabeth Ryan at eryan@stpats.vic.edu.au

*Thank you for your co-operation.*

# Frequently Asked Questions

1. **Will the College be open to provide supervision for boys whose parents are at work?**

   Yes. While it is expected that the majority of students will engage in remote and flexible learning, the Department of Education and Training (DET) has specified the following criteria for those students who should be treated as an exception to the stay-at-home recommendation.

   - Children on days when they are not able to be supervised at home and no other arrangements can be made. This will be available for children of parents who cannot work from home, and vulnerable children, including:
   - children in out-of-home care;
   - children deemed by Child Protection and/or Family Services to be at risk of harm;
   - children identified by the school as vulnerable (including via referral from a family violence agency, homelessness or youth justice service or mental health or other health service and children with a disability).

   **Should your son meet the above criteria and needs to attend school on-site from Thursday, August 6 you MUST have filled out the form at this link by 4pm on Wednesday, August 5.**

   Students attending on-site will be supervised by staff with either a current Victorian Institute of Teaching (VIT) registration or a Working with Children Check. These students will engage in the same online learning program as their classmates who will be at home.

   Instructional learning and subject content will be delivered remotely by all subject teachers.

   All attendees to the College during this time must use the front Sturt St gate for entry and exit. Students will be required to be on site for a Pastoral Care session at 8.45am and will not be permitted to leave the premises until 3.25pm. Students attending on site must be in full school uniform and wearing a mask or facial covering at all times except while eating, drinking or engaging in rigorous physical activity.

   Attending students will not have access to lockers and will need to bring their required stationery, textbooks, devices and chargers with them in a bag to school each day.

2. **How will social distancing be managed in this scenario?**

   Physical distancing will be implemented to the extent feasible and unwell students will be excluded from attending. Students and families will not be permitted to congregate at the school gate before or after school and will be required to maintain 1.5m between persons as far as is practicable on entering and leaving the school grounds. We will only be allowing students to enter learning areas and no other members of their family. Masks and/or facial coverings must be worn

3. **Will the canteen be open for boys attending school?**

   No. Students attending on-site will be required to bring their own food and drink. We will be limiting use of water taps around the College so boys are encouraged to bring their own water bottle.

4. **Will bus services be available to get my son to and from school?**

   The DET has advised that in rural and regional Victoria, the Country School Bus Program will continue to operate for students attending school on-site (although no buses will run on Tuesday, August 4). All buses will be deep-cleaned every two days and all touchable surfaces wiped down after every run.

   Students travelling on a bus will be required to wear a mask or facial covering at all times.

   Parents who have sons travelling to school on other bus lines are urged to contact these bus services directly.

5. **What impact will learning remotely have on my son's conveyancing allowance?**

   The most available information at this time from the Department of Education and Training states that:

   1. The yearly ticket payment will not be affected. Schools will not be asked to reimburse a portion of this ticket as parents will have already purchased this ticket.
   2. Same for the half yearly ticket. It is paid pro rata over Term 3 and 4 and parents would have already purchased the half yearly at the beginning of the semester.
   3. Term tickets. This will only be paid if parents have already purchased a Term 3 ticket.

   Public transport will still be running for students who cannot study at home so if any students in this category need to purchase a term ticket for Term 3 then they will be paid in SCAS.

6. **How will my son's day be structured in a remote learning environment?**

   Your son will follow his timetabled classes. This is displayed through SIMON and APP4. His teacher will make contact with him at the start of each class. He will also be contacted by his Pastoral Care Teacher each morning.

   Fortnightly coursework will be uploaded to SIMON for your son to access. This is a change from the Weekly Tasks we set last term.

7. **What software will be used?**

   Teachers will continue to use the tools that we currently use such as email, SIMON, APP4, OneNote, Google Classroom and Microsoft Teams. Your son should be familiar with these apps.

   We will also provide opportunities for our classes to interact online. This may be responding to a question posed through a chat or a class discussion moderated by the teacher in Microsoft Teams. There may also be online competitions and quizzes. There are a range of other online learning resources such as Campion MyConnect, Edrolo, Education Perfect and ClickView that your son will continue to use.

8. **Will the roll be taken?**

   Yes, the roll will be taken in pastoral care sessions and all subject teachers will also be keeping records of attendance in each class.

9. **What will he be expected to do in class?**

   Typically, each subject will set fortnightly coursework so the boys have a clear understanding of the work they need to complete over a two week period. This will be recorded in SIMON. Parents will be able to monitor completion rates and feedback via PAM.

   Classes will vary from subject to subject. Teachers will present learning opportunities in a range of ways such as through:

   - Direct instruction by the teacher (through Microsoft Teams);
   - Direct instruction via pre-recorded video/presentation by the teacher or an educational provider such as Education Perfect or Edrolo; or by
   - Formative class tasks which build skills and knowledge.

10. **What is he expected to wear?**

    In an online learning environment, the College expects that professional standards of dress and hairstyles remain consistent. Students are asked to wear their College polo top or any other piece of College-branded clothing when attending online classes.

    In times such as these, many in our community seek comfort in ritual and routine. Educational experts across the globe say this is particularly true of teenagers, and even more so in teenage boys. The return to remote and flexible learning may cause concern for some students and we are seeking to provide the optimal learning environment for all. This sense of routine and ritual can enhance concentration levels and create some degree of normality.

    It will also greatly help our teaching staff conduct online lessons without distractions.

**11. Will he be able to speak with other students?**

Microsoft Teams allows for teacher managed class and group discussions. Students will also be able to contact each other to "chat" (text) through Microsoft Teams and to email to allow for collaborative learning tasks.

**12. Will my son be able to speak with his teacher privately?**

A student can request to speak to his teacher privately by sending a direct chat message through Microsoft Teams or he can email his teacher. A teacher will then create a meeting that the student can attend through Microsoft Teams.

**13. How will he receive feedback?**

Feedback will be provided to students via SIMON. Parents can view this feedback via PAM. Microsoft Teams and email may also be used for individual feedback and instructional conversations.

**14. How will my son submit work?**

Work will be submitted in a variety of ways according to the subject and the task. Teachers will typically use Microsoft Teams, Learning Areas within SIMON and email to collect submitted work. Parents will be able to see the fortnightly submission status and feedback via PAM.

**15. Will my son be able to utilise the support of Learning Support Officers?**

Yes, through Microsoft Teams and via email.

**16. Will my son be able to access Student Counsellors?**

College Counsellors will be available during school hours only. Counsellors will contact current clients via email to make them aware that they can contact them to ask questions if they are having any difficulties coping with the challenges they are facing. Audio chats will be scheduled using Microsoft Teams. Counsellors will keep notes from any contact as usual and may have the capacity to screen shot online correspondence to add to their files.

**17. Will my son be able to contact the Careers Adviser?**

Yes, through Microsoft Teams and via email.
Mr Anthony Meehan is available at ameehan@stpats.vic.edu.au

**18. Will he get a break from his online classes?**

Yes. We are conscious that it is not ideal to have boys sitting in front of screens all day, every day.

Teachers will follow the scheduled timetable and will be online for each class. After the initial roll call, the format of our lessons will vary greatly from subject to subject and depending on tasks, presentations and activities set.

There may be times when your son is required to sit for the duration of a class just as there may be times when he can work more flexibly in his own time. It will really be a case by case basis, but your son will be constantly informed of what is required for each of their subjects.

As we are following your son's normal daily schedule, recess and lunch breaks will be rostered in as per a normal school day.

**19. Will my son's online classes be recorded?**

With our move to virtual classrooms, the recording of lessons may occasionally take place for internal College use only including for instructional, assessment and accountability purposes.

For further detail about the College's privacy statement please click this link.

**20. What should my son do when he has a Study period in his timetable?**

As per a normal school day, your son should utilise this time for revision, homework and studying. It should be noted however that this session will not be supervised in an online environment.

**21. What happens with practical subjects such as Woodwork, Systems Engineering, Music, Food Technology, Art, Drama?**

Some subjects will need to be restructured with a focus on theory with practical tasks taking place once school reopens. Students are required to log into these classes where they occur on their timetable.

**22. What about Physical Education and Sport?**

Exercise is an important aspect for our wellbeing. Physical Education and Sport classes will provide guidance on how boys can continue to exercise. Students are required to log into these classes where they occur on their timetable.

**23. My son is having private music lessons. Will these be delivered remotely?**

The College's music tutors will continue to offer the lessons remotely. The tutors are working hard to maintain their normal schedule with music students and have been or will be in direct contact with your son to arrange this. If parents feel that this remote learning environment for music tuition is unsuitable or impractical they can defer lessons until school returns to normal.

Please contact Ms Fiona Wilson at fwilson@stpats.vic.edu.au for further assistance.

**24. What should I do if my son is absent or unable to access his online classes?**

If your son is unable to attend online classes, the College needs to be notified just as we would be if he was absent on a normal school day. To do so please log into the Parent Access Module (PAM) and locate the link to notify us of your son's absence.

If your son is unable to access his online classes for an extended period, please email his teachers so we can make adjustments.

**25. What happens if a teacher is absent?**

If a teacher will be absent for the lesson, a replacement teacher will be scheduled to contact the class. This will be done via email. The replacement teacher will be present for the duration of the lesson.

**26. Will there be a chance to catch up on missed classes?**

In most cases, any direct instruction presented to the class will be recorded and posted for students to access. The fortnightly coursework gives students the flexibility to do the work out of class time. As is our current practice, teachers can be contacted through chat in Microsoft Teams or emailed for extra assistance.

**27. How can I contact my son's teachers?**

Parents are able to contact subject teachers via PAM or via email. All staff email addresses are comprised of the staff member's initial, surname and @stpats.vic.edu.au. For example, Elizabeth Ryan is eryan@stpats.vic.edu.au and Hamish McCrum is hmccrum@stpats.vic.edu.au. You are also able to contact your son's teachers through PAM. Note that staff will not be expected to attend to emails outside normal working hours.

**28. Will homework be assigned?**

The fortnightly coursework set by each subject will require your son to complete work that can be done during timetabled class time but may also need to be done at other times. This will vary according to subjects and year levels.

**29. What about other school activities outside the classroom – will they continue?**

In these disruptive times most co-curricular activities have been postponed or cancelled. Among such events are year level camps and retreats, after school sport competitions, social dances, the SPC in Concert and so on. Unless otherwise directed, assume that all co-curricular activities at this point in time are put on indefinite hold.

**30. What happens if we don't have reliable internet access?**

Please notify the school directly so teachers can make adjustments accordingly such as mailing printed copies of required resources for students. Email may also be used to communicate with your son.

**31. What happens if my son has problems connecting his device to the online class or cannot log-in to his device or to SIMON?**

All problems with IT need to be referred by email to helpdesk@stpats.vic.edu.au Our team of IT professionals is working incredibly hard and will attend to queries as soon as possible.

**32. What if my son's device is damaged, locked or faulty in any way?**

In this instance you should first email helpdesk@stpats.vic.edu.au to arrange a time to bring the device into the College for service and repair. It is planned that a member of the IT team will be available by appointment only between 10.00 am and noon each day in the Spring Boardroom – which is located near the College reception, behind the Shop.

**33. What if my son does not have the required software?**

Our IT team will be able to assist if you email helpdesk@stpats.vic.edu.au

**34. How will boys who behave poorly and disrupt online classes be handled?**

Teachers will monitor and manage student behaviour during classes. When conducting class discussions through Microsoft Teams, teachers are able to mute and remove students who do not follow online behaviour guidelines. Poor behaviour will be tracked using our current procedures. Repeated poor behaviour will be addressed by the Year Level Coordinators. Restrictions may be placed on their ability to contribute to online discussions.

**35. How will my son's work be assessed?**

Assessment for reporting may be conducted while students are off-campus. We will continue to record results and any relevant feedback through Learning Areas in SIMON as is our current practice. "Remote" will be included in the Assessment Task title to clearly indicate that the task was not conducted under teacher supervision. i.e "Remote Learning: Viking short answer test".

**For Years 7 to 11** assessment will be ongoing throughout the semester as much as possible, and will be submitted online as directed by the teacher in each instance.

**For VCE Units 3/4** assessments, there will be ongoing formative assessments (i.e. used to help the student develop). For authentication reasons, SACs will be conducted when students return to school. Students need to be mindful of the importance of keeping up to date, because in the event of a return to school, many assessments will be taking place in a short space of time. Students also need to take the formative tasks seriously in case they need to be used to provide marks to VCAA in the instance that we do not return to school in time to allow SACs to be conducted.

Importantly, for Unit 3/4 students, the GAT scheduled for September 9 will be rescheduled for October 7.

Written exams remain scheduled to be held from November 9 to December 2, with results due out on December 30.

As further details around exams etc come to hand, the College will communicate these directly to the families concerned.

**36. How will exams be conducted?**

At this stage there remains uncertainty around the structure of end-of-year VCE exams although the State Government has indicated that it plans to host exams on the dates already announced. More information about the structure of exams will be provided at the appropriate time.

**37. How will my son's VET program be delivered and assessed?**

With Applied Learning programs, the initial focus of on-line learning will be centred on the theory components of the course of study. Teachers will be available as per scheduled classes and will guide students in the completion of tasks. Commencing from Thursday August 6, students are to be available for their VETDSS Program at the usual timetabled times i.e. 2nd year students - Tuesdays from 1.45pm – 5pm and 1st year students – Thursdays from 1.45pm – 5pm unless the timetable states different times. Students must be ready to commence class at 1.45pm as Program Teachers will be recording student attendance as per normal Highlands LLEN VET Cluster procedure.

As there is a greater emphasis on self-directed learning in this field of study, students will be responsible to ensure that they seek assistance as they require it. This is no different as if the classes were being delivered on-site.

Aspects of courses which require practical demonstrations and direct observations will be rescheduled to occur later in 2020. More advice regarding these requirements will be communicated later based on the guidance provided by the Government and VCAA.

**38. My son is studying VCAL. What are the implications of remote learning for him?**

The initial focus of study in VCAL will be centred on the theoretical components required in each strand of VCAL. These will be heavily focused on literacy and self-directed research to meet the elements in each of the strands being delivered to your son. Where possible, some practical tasks that may be undertaken safely at home, or, if possible, in the workplace will also be set. These tasks will require students to provide evidence of undertaking and completing the task. This evidence may include annotated photographs, video diaries and statements from employers. This is not an exhaustive list and students may be able to negotiate with staff about which method of evidence collection best suits the individual situation.

Tasks that require practical simulations and direct observation that cannot be done through remote learning will be scheduled to be undertaken later in 2020. This will be guided by further information provided by the Government and VCAA.

**39. I have a son participating in a school-based apprenticeship. What does remote learning mean for him?**

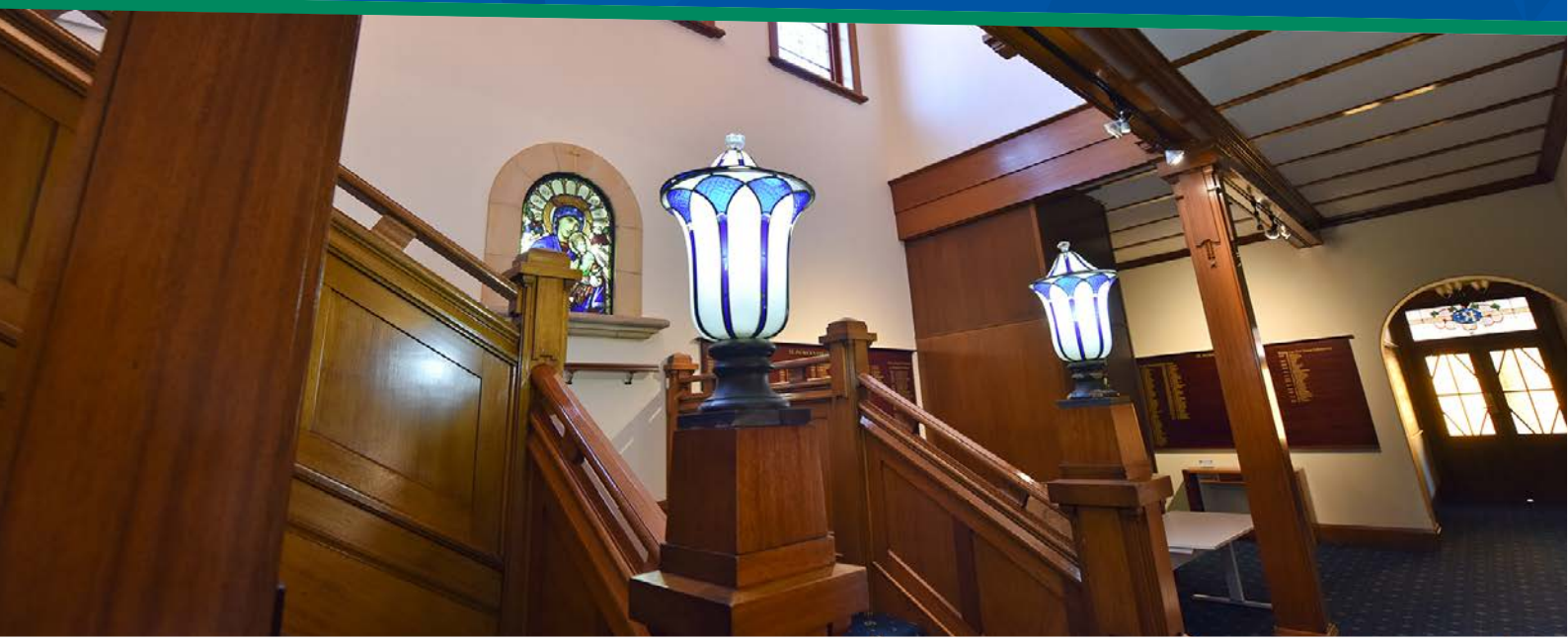
Your son will continue with a SBAT as long as their employer is able to maintain their employment. Specific questions regarding the VET components are to be directed to the RTO delivering the training as SPC is not directly involved in this. Students undertaking a SBAT will still be required to attend the virtual classes during their normal school hours that they would attend if on campus. If there is a request to change the day(s), these must be addressed by the Director of Pathways and Applied Learning to ensure that each student will be able to have enough contact time with their teachers to complete work and have staff available for assistance when required. All such requests can be emailed to Mr Kinnersly at dkinnersly@stpats.vic.edu.au

**40. My son was accessing the school's Re-engagement Program. What will remote learning look like for him?**

Students engaged in this program will have received an individualised hard copy (folder), full of various worksheets addressing each of their key learning areas. There is enough work within this folder to fill a month's schooling. The folder was collated following consultation with each student's various subject teachers. Further, a Microsoft Team has been established for these students to ensure they have daily contact, similar to students in pastoral care groups.

**41. Will my son be able to access school resources such as books in the library?**

Through their online platforms the Kelty Resource Centre will provide a broad range of eResources and eBooks to support classes and recreational reading. Students will not be able to enter the library however the College is investigating other ways of making physical resources available. Students will have their current loans extended until we return to school.



**42. Will the College shop and reception be open?**

At this stage the College Shop will be closed. During this time, to protect both staff and families, phone and email orders would be appreciated, for pick up in person by appointment. The best phone number to place orders is 5322 4313 while email orders can be sent to mroberts@stpats.vic.edu.au. This will help reduce the time spent face to face.

College reception will be open as per normal.

**43. Who will I contact if I have queries about fees?**

The College is aware that some parents will have lost significant employment or business income due to coronavirus. The College's immediate priority is to provide as much stability as possible for your child and we are committed to providing fast, flexible and confidential assistance to help you with managing your school fee commitments for 2020.

The College provides an inclusive education and our fee structure incorporates most costs and charges associated with educating our boys. Unlike many other schools, there are few additional charges or fees for specific subjects, compulsory camps or retreats, and sporting and other extra-curricular opportunities. Whilst we acknowledge that some of these activities have been postponed, we are incurring additional costs to move to a potential online learning environment.

As a Catholic school in the Edmund Rice tradition - **no child will be denied ongoing enrolment due to inability to pay fees.**

We are committed to working with all our families throughout this complex time and will continue to monitor this situation throughout the year and thank you for your ongoing understanding.

Please do not hesitate to contact our Finance Office to discuss any of these items further. Our Business Manager, Mr Andrew Ballesty, can be reached via email at aballesty@stpats.vic.edu.au.

**44. Can my son access after-school tutoring and the Homework Club?**

Parents seeking specific information about the Homework Club are asked to email Enhanced Learning Co-ordinator Mrs Maria Richards at mrichards@stpats.vic.edu.au

**45. As a parent, I need someone to talk to about how I'm dealing with remote learning. Who should I contact?**

Your first point of contact will be your son's Pastoral Care Teacher. Please contact them via email.

**46. Are there any other contact numbers I need to be aware of?**

For any queries related to the College's IT services please email helpdesk@stpats.vic.edu.au

For student matters call Mr Mike Silcock on 0438 095 088

For enrolment or boarding inquiries please call Mrs Caitlin Bennett on 5322 4449

For matters relating to College buildings or property please call Mr John Resuggan on 0459 020 988

For matters relating to fees and finance please call Mr Andrew Ballesty on 0409 010 583

For Old Collegian or media enquiries please call Mr Paul Nolan on 0418 307 377

For other College matters please call Mrs Elizabeth Ryan on 0428 138 945