



Tips for **PARENTS, GUARDIANS
AND CAREGIVERS** to support...

SECONDARY STUDENTS



St John's College Parent Guidelines for Alternative Learning Arrangements

At St John's the wellbeing, engagement in learning and progress of your child are at the heart of our approach to Alternative Education Provisions (AEP).

Our College Prayer

As one, we pray that God's love and the Good Samaritan values live and thrive in our staff, our students, our parents and our friends.

Help us to walk as people of welcome.

Help us to listen with the ear of the heart.

Help us to go and be neighbour to all.

May our hearts be moved with compassion to commit ourselves to others.

May our actions be as one Catholic community.

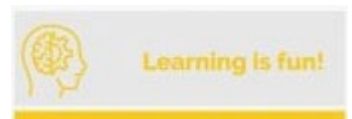
May our minds be filled with the wisdom of deep learning.

And in the spirit of faith, hope and love, we continue on our journey to Unbind and Set Free.

Amen.

Aims of AEP:

- assist you in maintaining your child's learning habits
- support you in monitoring your child's engagement in learning
- have an established method of tracking your child's progress
- support your child's wellbeing, connection and belonging to our Johnnies community



Parent Responsibilities

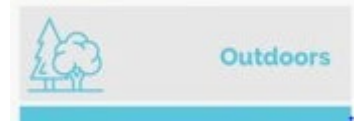
Provide support for your child by:

- establishing routines and expectations
- defining a space for your child to work
- checking emails and Parent Portal for communications from Pastoral Middle Leaders (PMLs) and teachers
- emailing PLMs between the hours of 8.30 a.m. and 2.45 p.m.
- beginning the day with a check-in/end the day with a check-out. Teams has an feedback option; ask your child if they would like to share the information
- taking an active role in their learning; ask questions about what they enjoyed or achieving
- encouraging physical activity and/or exercise
- monitoring online activity for both school and downtime activities – have separate spaces for the two activities to occur
- understanding SJC will be using Teams, OneNote and emails for online learning
- emailing the PML or Guidance Counsellor should the need arise
- checking if your child knows how to log in to learning platforms



There is no expectation of parents to take on the role of teacher.

Establishing Routines and Expectations



When setting routines for your child's learning, you will need to consider:

- the due dates: your child will be required to submit work to teachers throughout the week
- what is reasonable to expect of your child, given their age and stage of learning
- the inclusion of regular breaks for activity, eating and drinking. In the activity breaks, it is important that students get up and move around
- remember, online learning is not the same as a day at school. Work can be completed in a timelier manner

It is not the aim to replicate the school day, but there is an expectation that students will log on for PC and timetabled double lessons.

It is important that you set these expectations as soon as alternative education provisions are implemented to establish a sense of routine.

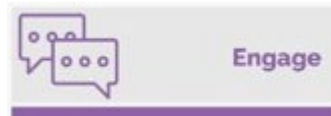
Setting up a Learning Environment



Where possible it should be:

- quiet
- comfortable – desk and chair
- safe
- suitable for working in for several weeks
- a shared desk for more than one child is discouraged
- access to internet services
- access to power
- appropriate lighting and acoustics
- easy monitoring of learning
- minimal access to distractors (such as additional screens)

Wellbeing



Being confined to home for an extended period can cause stress and conflict. Tips for looking after your child during isolation include:

- talk about what is happening
- help your children to think about how they have coped with difficult situations in the past and reassure them that they will cope with this situation too. Remind them that the isolation will not last for long
- exercise regularly to avoid stress and depression
- keep in touch with family members and friends
- encouragement to keep up with schoolwork, but do not push if they seem overwhelmed



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Parents and Carers	Outline of expectations
8.30 – 9.00 a.m. Pastoral Care	<ul style="list-style-type: none"> Your child will log on to TEAMS PC for Pastoral Care during a week. The PC teacher will check in with your child to see how they are going, assist with their wellbeing, set goals and conduct prayer.
Timetabled Curriculum Subjects	<ul style="list-style-type: none"> By 8:30a.m. Monday morning each week: Subject areas will provide one week worth of online learning information and resources. Your child can expect a task to be complete with a designated due date Teachers will be monitoring your child's learning and engagement through the completion of assignments Teachers will email your child if engagement in learning for their subject has not occurred Pastoral Middle Leaders (PMLs) will email you if your child has not engaged in their learnings Where a double lesson would have been timetabled, this time is designated online activity such as 'Posts' where questions, clarification and feedback between your child and teacher can occur
Tasks/Assignments	<ul style="list-style-type: none"> Your child will be expected to submit task/assignment work on dates due Work will be submitted as per individual teacher instructions
Communication – tracking your child' progress, learning and wellbeing	<ul style="list-style-type: none"> PMLs will email an overview of each week's learning Subject teachers will email your child if work is not being completed If engagement has not occurred after this follow up, subject teachers will record that learning in a specific subject has not been completed At interim periods at weeks 3, 5, 7 and 9 the PML will email you if your child's learning is not progressing It is important you inform the College of any relevant information that may assist us in supporting your child's engagement in learning, progress and wellbeing. Circumstances that may affect this could include poor internet access, difficult family situation, illness or other circumstances. The College aims to support you and any timely information will avoid unnecessary emails regarding incomplete work. It is preferred that email communication is with the relevant PML between 8.30 a.m. and 2.45 p.m.
IT Support	<ul style="list-style-type: none"> The College's IT Office will be open for any student laptop issues Parents may bring their child and laptop to the school during normal school hours Social distancing of 1.5 metres must always be observed
Contacts	<ul style="list-style-type: none"> Year 7 – rcharlton@bne.catholic.edu.au Year 8 – cbrown12@bne.catholic.edu.au Year 9 – jhayes@bne.catholic.edu.au Year 10 – mcorboy@bne.catholic.edu.au Year 11 – nogbourne@bne.catholic.edu.au Year 12 – cbudge@bne.catholic.edu.au

Additional information is available on the Parent Portal and via Newsletters.



Learning space



Routine



Wellbeing
check-ins



Engage



Learning is fun!



Outdoors

SJC Progress Communication Flowchart

