MAZENOD COLLEGE

Education Continuity Plan

COVID-19

Date: March 25, 2020

Education Continuity

This document outlines the strategies and structures to implemented should the College move into an online learning environment due to the COVID-19 pandemic. The circumstances that give rise to this plan include the school being closure under the direction of government authorities and a situation where the College transitions to online learning with some students still attending school and being supervised during online instruction.

From the time the scale of the COVD-19 situation became apparent, the ICT Support team as well as the learning and pastoral teams at Mazenod have dedicated their every effort to prepare for the eventuality of moving to an online environment.

During such a disruption, Mazenod College will be working to ensure that your son is still able to make progress in his learning.

The best way to accomplish this is by maintaining some consistency with the school timetable. The school day will follow student's own timetables that they have in their College Diaries. The lessons themselves will be shortened to 30 minute classes conducted through online learning with their teacher available to answer questions and give feedback to students. Structured learning activities will be provided by teachers, including in elective subjects. There are **30 minute breaks** provided for the students to eat and relax.

In the afternoon, students will continue with their work independently. Year 12 ATAR students may be able to engage with their teacher in the afternoon for extra help. During this time, teachers will be preparing for the following day's learning.

Students with Internet access will be expected to be at the computers for the start of the lesson. They will login to **Teams** and open their **OneNote** notebooks on their computers. Once in Teams, students will receive instructions from their teacher and be able to ask questions during the lesson. Students will be expected to check their emails each morning for important notices.

Throughout a period of closure, it will be a priority for our community to maintain connections as much as possible to ensure that we all care for each others' wellbeing.

OneNote is the central hub for learning activities for our students. In **OneNote**, teachers will be able to synchronise learning activities to their students' computers and see the work completed in the students' notebooks.

Teams is part of the Office 365 suite, enabling teachers to work in a live chat environment with their classes. **Teams** will be where students begin their lessons. Here, attendance will be called and students will be able to ask questions of the their teachers.

Key Learning Tools

ICT integration is a feature of learning for all students at Mazenod. Student machines have a plethora of software packages on them, and they are well supported by the ICT Support Team.

In planning for delivery of learning in a remote learning context, we are being mindful of not introducing new tools for students that will not be familiar to them. We are also working towards designing learning activities in such a way that students can achieve the work independently at home.

The baselines learning tools will be **OneNote** and **Teams**. Other online learning tools will be used by your sons, but it will be these two tools that will drive the learning during a period of closure.

START THE LESSON 1

Students login to **Teams** and are greeted by their teacher.

The teacher will direct the students to their **OneNote** notebooks where they will find their lessons instructions provided.

DURING THE LESSON 2

Students might be asked to watch a video online or read from a piece of text, followed by an activity for them to complete.

Students might be asked to complete practical activities and record their progress in **OneNote**.

When students have questions, they can post them to **Teams**.

AFTER THE LESSON 3

Students will be directed to complete learning activities independently in the afternoon. They might be asked to submit them for feedback via **OneNote**.

Daily Lesson Times

	Time
1	9:00 - 9:30
2	9:30 - 10:00
	Break
3	10:30 -11:00
4	11:00 - 11:30
	Break
5	12:00 -12:30
6	12:30 - 1:00
	Break
Study	1:30 - 3:30

Expectations of students

While working in an online learning environment, students will be expected to behave appropriately at all times.

Central to this will be that when they collaborate online, they observe the same standard of behaviour as is expected at school. College policies and the student code of conduct will be observed in an online learning environment.

Students with limited access

A number of students have limited access to the Internet at home. In the event of a closure, these students will be given a package of work from their teachers to work on during the closure. In most cases, this work will be placed in the class **OneNote** for those students to synchronise before leaving.

Engagement with their teachers for feedback will be addressed on a case by case basis, depending on each student's circumstances.

Assessment

During a closure or shift to online learning, teachers will be able to make informal judgments about student learning through quizzes and feedback on students work. Where appropriate to the context of online learning, some subjects may still provide for students to be formally assessed to keep student learning progressing.

Supplementary Learning Tools

While **Teams** and **OneNote** are the primary tools for learning, students may be asked to engage with other applications to support learning and collaboration.

In addition to **Office 365**, **Zoom** and **Stream**, students in Year 7 will use **Maths Pathway** to engage with their Maths learning.

The use of these supplementary tools will be up to each teacher depending on the intended learning and appropriateness for their courses.

Office 365 is allows for students to collaborate using Word, PowerPoint and other Microsoft applications.

Zoom is a video-conferencing program that can bring groups together. This tools will be used by staff to meet during a closure and may be used in some smaller courses.

Stream is a Microsoft service for sharing video. These videos can only be access by Mazenod staff and students. Teachers and students can share video content with each other.

Technical Support

ICT Support will be available during a closure. In many cases, this will be the support staff remotely accessing your son's computer to provide support.

Remote support does take longer to provide than in-person support, so we ask for patience should your son encounter technical issues.

ICT Support email:

helpdesk.support@mazenod.wa.edu.au

ICT Support phone: 9291 1572

Self-Help

Before contacting ICT Support, students should first do the following:

1. Check **Windows Updates** for updates.

2. Check that he has no **"Misplaced Sections"** in OneNote

3. **Restart** the computer

Instructions for these are in the Student Handbook OneNote on your son's computer.

Pastoral Care

We understand that this will be a time of heightened stress and challenges when studying online. It is important families understand the College will still be providing pastoral support and seeking ways to maintain our community and sense of belonging.

Heads of Years will be contactable via email during normal school hours to discuss any concerns you may have regarding your son's wellbeing. Online learning access and ICT issues should be directed to the ICT support team.

If you have concerns and feedback, please share them directly with us so we can work with you to find the best possible outcome quickly.

The College psychologists will be making individual contact via email and telephone to families and students currently using their services. In the event of an appointment, the psychologists will make contact via email to schedule and organise the appointment. These will occur via phone. If you feel your son requires this counselling service, please contact the psychologists via email or phone to discuss.

The College will monitor online attendance and undertake support with parents and caregivers around high-levels non-attendance.

We will continue to communicate to families important pastoral messages and notices. Suggestions for maintaining our connection as a community are welcome so please share them.

How your son can care for his health and wellbeing

Online Support Links

Act Belong Commit: Keeping mentally healthy when isolated or spending a lot of time at home

UNICEF: How teenagers can protect their mental health during coronavirus (COVID-19)

ReachOut: 10 ways to take care of yourself during coronavirus

Headspace: How to cope with stress related to COVID-19

1 Stay Active
It's pretty well known that exercise is really good for both our physical and mental health. There's heaps of different types of exercise you can do from home, thanks to YouTube and apps.

2 Take 10 to be zen
When we're stressed about something (such as coronavirus), our thoughts tend to speed up. Taking 10 minutes or so to practise mindfulness can help produce a sense of calmness.

3 Chat with your mates
Even if an in-person meet-up is off the table, try to stay in touch with your mates via text, Messenger, FaceTime, or (gasp!) a good ol' fashioned phone call. Ask them how they're feeling and share your own experience if you feel safe to do so.

4 Connect with your family
Talk openly with your caregiver about your feelings. You might find that you have had to exercise social-distancing from grandparents and other vulnerable people close to you and your family. Stay in touch over the phone.

5 Keep a routine
In the event of a school closure, you might be tempted to stay in your pyjamas and work from bed. Get dressed for the day. If you can work in a space other than your own bedroom. If your parents are working, make sure you keep to your school schedule.

6 Eat healthy
Eat a balanced diet. Given that you won't have the long bus ride home, why not make dinner for your family. Start with a simple spaghetti bolognese and develop your skills from there.

7 Keep your mind active
Take a break from the waves of news and put your mind to something else. Read, research an interesting topic, keep a journal, make a new playlist on Spotify, or work on a 1000 piece puzzle, but give yourself time-out from the news.

Contacts

Below are the contact emails for members of the leadership and student support teams in the College. Should you have concerns about your son's wellbeing during the period of closure, or about their learning, please contact the relevant leader.

College Leadership Team

Andrew Watson
Principal
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Pastoral Leadership Team

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Michael Frank
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Learning Support

Beth Murphy
Coordinator of Learning Support
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ICT Support

ICT Helpdesk
Hugo van Niekerk (Director of ICT)
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Boarding Leadership Team

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College Psychologists

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School Psychologist
Years 7-9
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Teagan Gmeiner
Provisional School Psychologist
Years 10-12
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Q&A

1 What is the expectation of a student?

- To be present and punctual to their online lessons. This will be checked by the teacher through **TEAMS**.
- To complete work as directed by the teacher.
- To complete and submit any homework required by the teacher.
- To behave online in a way that is consistent by College policies and the Student Code of Conduct.

2 Is the College closed?

NO

The College will remain open unless closed by the authorities, and parents who wish to continue to send their sons to school should do so without any hesitation. We respect the right of parents to do what is best for their child, and we hope that this view is shared by all in our community. Students attending the school will also engage with the online learning and be supervised in what may be generic learning spaces that adhere to social distancing recommendations.

3 What if my son has limited internet?

We have engaged students to find out which of them have limited or no home internet. In most cases, those students will have work synchronised to the OneNotes in advance of their leaving.

In most cases, email contact is still available to students and it is more of a question of internet speed. For concerns about this, please contact the relevant Head of Learning or the Deputy Principal Teaching & Learning.

4 Can I bring my son's computer in for ICT Support?

NOT NECESSARY

Almost all ICT support can be provided remotely by our ICT team. First, email helpdesk.support@mazenod.wa.edu.au. A member of the team will contact you and arrange for a **Zoom** video-conference. If the issue cannot be resolved, then arrangements can be made to provide in-person support. The vast majority of issues can be resolved this way.

5 What if my son becomes ill?

Let us stress that your son's health and well-being is our paramount concern. Should your son become ill or be affected by illness in your family, please email the Head of Year or the Dean of Students. The expectations of his work and engagement will be negotiated with you with the best interests of your son at the centre.

6 My son is in Year 12. What will happen?

There are clear uncertainties that we find ourselves working with. What we know is that SCSA is working on this. Our Heads of Learning will be working with staff and students to make judgement about which assessments should be completed during this period and which should be deferred so that fair and valid judgements can be made about your son's learning. The most important thing that we will be doing during this period is working to limit the impact of this disruption on your son's learning, whether he be an ATAR student or a General student working towards his VET certificate and WACE. The best reassurance we can offer is that we are well-placed to support your son's learning during this period.