



**MAZENOD
COLLEGE**



Education Continuity Plan

Update
COVID-19

Date: April 21, 2020

Education Continuity

This document comes in response to the WA Premier's announcement to re-open schools for the start of Term Two.

Throughout Term One, Mazenod has worked to continue the learning of its students through the period of disruption caused by the COVID-19 pandemic, and the decision to transition to online learning was taken in consultation with CEWA.

The landscape around this situation is regularly changing, and the staff at Mazenod have been working hard to adapt to these changes. The state and federal governments are

working towards loosening restrictions with regards to school while maintaining the focus on health and safety to prevent an increase in new infections.

For this reason, this update to the Education Continuity Plan will focus on the first three weeks of Term Two, working towards a "soft open" that will see Year 11 and 12 return to face-to-face learning while continuing online learning in lower school.

The plan will also work towards meeting the needs of students, especially our boarding students, who will be unable to return for the start of the term.

Years 11-12

From Wednesday 29 April, students in Years 11 and 12 are **strongly encouraged to attend school** to resume their classes and engage in face-to-face learning with their teachers.

Students who cannot return

Students who cannot return for health reasons or because they are boarders will be able to access the learning through their class **OneNote** notebooks, which will continue to be the primary source of learning materials. **Teams** will also be a key source of communication for those students to contact their teacher.

Assessment and Exams

While this update to the Education Continuity Plan addresses arrangements for the start of the term, many students and families are concerned about the status of assessment and exams, especially for Year 12 students.

The Schools Curriculum and Assessment Authority has given guidance to schools with regard to assessment for the remainder of the year. The key elements of this guidance includes the following:

- Assessments will be adjusted to ensure validity and reliability.
- Externally Set Tasks are on hold until further notice for SCSA.
- Assessment programs will be amended according to the revised requirements of SCSA. Each assessment type will be assessed a minimum of once rather than twice.
- Semester One exams are no longer a requirement from SCSA, but the College will evaluate this in the coming weeks, making a decision that will be best for the learning of preparation of students.

Years 7-10

From the start of Term Two, parents and caregivers with children in Years 7 to 10 may choose to keep their children at home to engage in flexible, remote learning, either online and/or via work packs. As has been the case since our school transitioned to flexible and remote learning in Term One, this approach particularly allows parents and caregivers who are engaged in essential services or are required to maintain employment to send their children to school if they are unable to care for them at home.

Parents and caregivers will advise the school if their child will be attending school. This is necessary to

ensure appropriate plans are in place to comply with the Department of Health's physical distancing advice. It also ensures the school is able to make appropriate arrangements for student supervision while ensuring teaching and learning continues.

Should parents and caregivers choose to send their children in Years 7 to 10 to school, these students will engage in the same mode of learning being provided to students learning from home.

Mazenod will provide appropriate supervision but not face-to-face teaching for students attending school in person with limited exceptions.

Daily Lesson Times

Form	8:30 - 8:45
1	8:50 - 9:40
2	9:45 - 10:35
	Recess
3	10:55 - 11:45
4	11:50 - 12:40
	Lunch
5	1:30 - 2:20
6	2:25 - 3:15

The usual College timetable has time included for Year assemblies and extended Form on Fridays. These will not happen during the first three weeks of Term Two.

This timetable will apply to both Year 11 and 12 students engaged in face-to-face learning and the Year 7-10 students engaged in online learning at home and supervised at school.

The daily timetable will follow a modified Monday schedule every day to give consistency to students learning from home. It will also allow for the on-site learning for Years 11 and 12 to work alongside online learning in Years 7-10.

A gap of 5 minutes between lessons will allow for the transition of teachers from teaching one class face-to-face with Senior students to an online class with Junior students.

Lesson Structure for online learning Year 7-10

While the timetable itself follows a normal school day, the structure of the lesson time and student working time is broken into two components. This accounts for the way young people learn in an online environment.

30 minutes
TEACHER DIRECTED LEARNING

20 minutes
STUDENT INDEPENDENT WORK

Online Learning

At the end of Term One, our teachers and students began working online in their learning. We have established strategies for supporting student learning, and we will continue with these as our focus for the start of Term Two.

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.

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 for the last 20 minutes of the lesson.

They might be asked to submit them for feedback via **OneNote**.



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 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.

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



Zoom is a video-conferencing program that can bring groups together. This tool 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 accessed 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

During this current phase of education, students who do attend the College physically will be asked to do so in their sport uniform.

The uniform shop will be open and applying social distancing protocols, including hygiene stations, distancing in queues and limiting the number of people in the shop.

The College Canteen will be open for online orders only so please ensure these are made via the College website. Measures will be put in place to maintain social distancing during collection.

Providing pastoral support and guidance remains of utmost importance. We will continue to provide wellbeing resources and opportunities for engagement within the community, such as online house and year competitions and other online activities.

Heads of Years will work with their year teams to ensure productivity and appropriate behaviour is supported. This will include following up on non-attendance in the remote learning spaces.

The Pastoral Leadership Team and the Boarding House Leadership Team will continue to coordinate and conduct pastoral check-in contact with families. If families hold any pastoral or wellbeing concerns, please contact your son's Head of Year or Head of Boarding.

It is important that we continue to foster connectiveness within our community and with the Oblate charism of the College. Years 11 and 12 will attend Form class as usual though there will not be formal assembly or pastoral lesson times at this stage. Years 7 to 10 will be offered prayer and connection through a Form structure, which will begin in Week Two. This structure will be communicated to all students as it is finalised.

Until further advice from the federal and state government, all boarding houses will not reopen for residents. Provisions will be made to maintain remote learning opportunities for all our boarding students. The Boarding House Leadership Team will continue their contact and remote community building activities while working with the College to ensure effective remote learning is being offered and accessed.

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](#)



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.



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.



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.



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.



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.



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.



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

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Academic Leadership Team



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Boarding Leadership Team



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Brad Gardner

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Pastoral Leadership Team



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Liam Mallon

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Beau Hemley

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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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College Psychologists



Leanne Watson

School Psychologist
Years 7-9
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Teagan Gmeiner

Provisional School Psychologist
Years 10-12
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1 What is the expectation of a student online?

- 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 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.

3 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.

4 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.

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

The Academic Leadership Team will be working from the start of the term to realign courses in light of the guidance provided by SCSA. The focus will be on keeping our students progressing towards being prepared for exams, meeting VET certifications and achieving strong course marks overall. In terms of assessment. Teachers will ensure that learning materials are provided in **OneNote** for your son to engage with what his peers are doing in class.