

9 July 2021










Dear Parents,

## **RE: HOME LEARNING - GUIDELINES FOR PRIMARY SCHOOL PARENTS AND STUDENTS**

Salamah College would like to thank its families for their continued cooperation and patience as the School manages the evolving situation of the COVID-19 outbreak. With the continuous spread of COVID-19, the need for the full online learning experience at home has become more pressing than ever.

In order to best facilitate learning, students will be participating in Home Learning by using a combination of our online platforms. Please view the details of how we are using each application outlined below:

<p><b><u>Microsoft Teams</u></b></p>  <p>Microsoft Teams</p>	<p>Microsoft teams is a platform used as a collaboration medium to host meetings and access shared resources. It is part of Office 365 to which Microsoft Outlook (Students' Email) belong. Moreover, Microsoft Teams is a digital hub that brings conversations, content, and apps together in one place called virtual classroom.</p>
<p><b><u>ClassDojo</u></b></p> 	<p>ClassDojo will remain as the primary communication platform between staff and parents. Teachers will remind parents on ClassDojo when new work is added to Moodle. College administration will continue to post essential information via ClassDojo.</p>
<p><b><u>Moodle</u></b></p> 	<p>Moodle is currently being updated by all teachers to include daily submission boxes for all regular classes. Lessons are being adjusted to suit an online environment. All students are to submit their classwork as a .doc or .pdf file, or upload photographs of their bookwork.</p>
<p><b><u>Email</u></b></p> 	<p>Students are expected to check their email regularly for important information sent by Salamah College administration staff. Teachers and students will also frequently communicate via email. K - 10 Students will access Microsoft Teams via their school email.</p>

<p><b><u>Mathletics</u></b></p> 	<p>Mathletics is our online Mathematics platform for students in years K to 6. Students will be engaging in one allocated Mathletics activities per week in addition to their regular Mathematics classes. Each student will have their own login and that will allow them to access the site at school and home.</p>
<p><b><u>StudyLadder</u></b></p> 	<p>StudyLadder is a program which was developed by school teachers to provide all children with access to quality education. The program has many video lessons, interactive games, worksheets and assessments covering all the fundamentals a student needs to acquire fundamental learning skills and to feel confident to want to learn more.</p>
<p><b><u>YouTube Channel</u></b></p> 	<p>Training videos on how to use the different online learning platforms will be available upon parents' requests. All parents and students across the school will be able to view the videos. Physical Education videos and other learning videos will also be uploaded as unlisted and can only be accessed with a direct link provided by the class teacher.</p>

## ATTENDANCE

In line with school policy and legislative requirements, with online home learning, your child's attendance must be registered. All students will have to log in their presence online by 9:00 am daily. Attendance will be monitored by class teachers and executive members in accordance with the student attendance policy.

The following procedures apply:

### Primary School

- Teachers will monitor students' attendance via Moodle and Microsoft Teams.
- Students are required to submit activities daily via Moodle as per their teacher's instructions.
- If your child is unable to participate in the online learning program for the day for any justifiable reason, please message the class teacher by 9:00 am e.g. 'Sick' and follow the guidelines for explaining absence in the parents' letter titled "**COVID-19 OUTBREAK AND TERM 3 COMMENCEMENT**".
- The class teacher will record the attendance of each child as per the school attendance policy
- Microsoft Teams and Moodle will be the main online learning management system utilised with K-6 students and their families during the online home learning phase through their children's accounts.
- Students will need to follow the daily routine set by the school and make sure they submit the assigned tasks via Moodle by 3:30 pm as per their teacher's instructions.
- At 9:00am, the teacher will CHECK IN on Moodle with the students and mark the roll, if the student has a live session then the student needs to be logged on to Microsoft Teams.

- Teachers will be checking up on students' work throughout the day and provide support as needed.
- Parents are encouraged to communicate with the class teacher via class dojo if they are experiencing any difficulties.

## **ONLINE STUDENT BEHAVIOUR AND EXPECTATIONS**

Salamah College students are expected to adhere to the student code of conduct as outlined in the student handbook, throughout online education. Acceptable behaviour includes treating others with courtesy, use of appropriate language during sessions, sharing of appropriate/relevant resources only and no disruptive behaviour. The school's Restorative Behaviour Management Policy will continue to be enforced throughout the duration of Home Learning.

### **Microsoft Teams Step by Step Guide**

- Microsoft teams can be accessed by clicking the 9 squares in the top left corner of your school email.
- Students are to follow their regular timetable and join the team at their allocated class time.
- Students are not to start the class, instead they are to join the class the teacher has started.
- Students are to set microphone and webcam off when entering the stream.
- Students are marked as 'present' as they enter the live stream.
- Students are to right click their teacher's name in the 'participants' panel and 'pin' the teacher.
- Students are to keep the teacher 'pinned' for the duration of the stream.
- Teachers will mark attendance and introduce the lesson.
- Students are directed to lesson materials on Moodle.
- Teachers and students will continue to communicate via Teams chat during the activity.
- Students are to submit all class work via the submission box on Moodle.
- Moodle submission boxes are now identified by day, week and term.
- Class activities are to be submitted in the last 5 minutes of the allocated period.

**ALL ONLINE COMMUNICATION IS MONITORED AND ANY BREACHES OF SCHOOL POLICIES WILL BE ADDRESSED BY THE EXECUTIVE TEAM.**

## **HELPDESK**

If students or parents encounter any issues with their school - issued email accounts, Moodle or ClassDojo, or if they have any questions regarding the usage of Moodle they can email the School via: [ict@salamah.nsw.edu.au](mailto:ict@salamah.nsw.edu.au)

We thank parents for their continued support and prayers as we work in partnership to continue the educational experience of our students. We are praying for all of our students and families at this time.

Below is the timetable for the expected times students are required to log on to Microsoft Teams and join their virtual classes.

**9:00 -11:00 (Kindy-Y1)**

20 min Religion  
5 min break  
20 min Arabic  
5 min break  
30 min English  
5min break  
30 min Maths  
5 min intro to KLA – Students to continue on Moodle

**11:00 -1:00 (Y2-Y3)**

20 min Religion  
5 min break  
20 min Arabic  
5 min break  
30 min English  
5min break  
30 min Maths  
5 min intro to KLA – Students to continue on Moodle

**1:00-3:00 (Y4-Y5-Y6)**

20 min religion  
5 min break  
20 min Arabic  
5 min break  
30 min English  
5min break  
30 min Maths  
5 min intro to KLA – Students to continue on Moodle

2 hrs in total (of which 15 minutes of break time is accounted for).

Yours sincerely,



Wissam Saad  
**PRINCIPAL**